

# TOWN OF WESTFORD



## 2001 Annual Town Report

Front Cover: Memorial for Forge Village Veterans. The Forge Village Historic District was placed on the National Register of Historic Places on December 12, 2001.

Back Cover: Graniteville Historic District, placed on the National Register of Historic Places on June 13, 2001.



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# TOWN OF WESTFORD

## Annual Report

For the year ending December 31, 2001

Annual Town Election  
Tuesday, May 1, 2001

Annual Town Meeting  
Saturday, May 5, 2001



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*Dedicated to the memory of those  
who lost their lives on September 11<sup>th</sup>,  
among them two of our own.*



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# WESTFORD TOWN OFFICERS AND COMMITTEES

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## Elected Officials

### Board of Health

*3 year term*

*Elected*

Ashley, Louis, Chair	120 Carlisle Rd.	2001	2004
Cataldo, Zac	121 Depot St.	1999	2002
Guthrie, Jr., Joseph	2 Old Wood Rd.	1999	2002
McCusker, Kevin R.	30 Endmoor Rd.	2000	2003

### Housing Authority

*Appointed by Selectmen to fill a vacancy*

Coakley, William, Member	19 Phillips Dr.	7/27/2001	5/2002
Engel, Carol, Asst. Treasurer	26 Lowell Rd.	7/27/2001	5/2002

*3 year term*

*Appointed by Governor*

Hamer, Maria, Vice Chair	16 Oak Hill Rd.	2000	2003
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*5 year term*

*Elected*

Drake, Muriel, Member	8 LaSalette Rd.	1999	2004
Koulouras, Phyllis, Treasurer	10 School Lane	1998	2003

### JV Fletcher Library Trustees

*3 year term*

*Appointed by BOS, Board of Library Trustees to fill a vacancy*

Flint, Sue	7 Swanson Lane	10/17/2001	5/2002
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*3 year term*

*Elected*

Frank, Samuel	4 Wheeler Lane	2001	2004
Gozzo, James, Treasurer	6 Carolina Rd.	1999	2002
Price, Robert, Secretary	18 Stratton Hill Rd.	1999	2002
Royte, Paul	29 Boston Rd.	2001	2004
Whitehouse, Veronica, Chair	3 Providence Rd.	2000	2003

### Moderator

*3 year term*

*Elected*

Harde, Ellen	39 Main St.	1999	2002
--------------	-------------	------	------

*Elected Officials*

**Planning Board**

<i>5 year term</i>	<i>Elected</i>		
Fletcher, Peter	51 Concord Rd.	1998	2003
Green, Michael	11 Hidden Valley Rd.	1999	2004
Mossdrop, Thomas	25A Phillips Dr.	2001	2006
Peraner-Sweet, Andrea, Chair	21 Kirsi Cir.	1997	2002
Shaffer, Robert	7 Blakes Hill Rd.	2000	2005

**School Committee**

<i>3 year term</i>	<i>Elected</i>		
Boonstra, Sharon, Chair	13 Alcorn Crossing	2000	2003
Kelly, Sandy	3 Sterling Lane	7/12/2001	5/2002
Mario-Young, Karen	10 Crest Dr.	2001	2004
Martin, Tim, Vice Chair	17 Oak Hill Rd.	2000	2003
Mulligan, Michael	4 Polley Rd.	2001	2004
Murray, Margaret	11 Sassafras Rd.	1999	2002
Tortora, Janet	17 Chippewa Rd.	2000	3003

**Selectmen**

<i>3 year term</i>	<i>Elected</i>		
Healy-Coffin, Dini, Vice Chair	2 Ward Hill Rd.	1999	2002
Jefferies, Robert, Chair	11 Boston Rd.	2001	2004
McCusker, Robert	65 Griffin Rd.	2000	2003
McKenna, Elaine	58 Newport Dr.	1999	2002
Romeo, Chris, Clerk	239 Concord Rd.	2001	2004

## Appointed Boards and Committees

### Ad Hoc Growth Management Study Committee

*no expiration of term*

*Appointed by Board of Selectmen*

Fox, Wade	3 Hartford Rd.	8/14/2001	no expiration of term
Frank, Sam	4 Wheeler Lane	7/1/2001	no expiration of term
Galvin, Dennis	90 Concord Rd.	7/1/2001	no expiration of term
Jefferies, Bob	11 Boston Rd.	7/1/2001	no expiration of term
McCusker, Robert	65 Griffin Rd.	7/1/2001	no expiration of term
Ramirez, Jose	14 Beaver Dam Dr.	7/1/2001	no expiration of term
Romeo, Chris	239 Concord Rd.	7/1/2001	no expiration of term
Shaffer, Bob	7 Blakes Hill Rd.	7/1/2001	no expiration of term

### Affordable Housing Committee

*2 year term*

*Appointed by Town Manager*

Eno, Ann	5 Fisher Way	8/1/2001	6/30/2003
Lyman, Carl	102 Forge Village Rd.	8/22/2001	6/30/2003
Nickerson, Elaine	4 Jelley Rd.	10/31/2001	6/30/2003
Peraner-Sweet, Andrea	21 Kirsi Cir.	8/1/2001	6/30/2003
Pude, Chris	7 Bayberry Rd.	8/1/2001	6/30/2003
Trubey, Mary	34 Depot St.	8/7/2001	6/30/2003

### Board of Assessors

*3 year term*

*Appointed by Town Manager*

Bogdan, Barbara A.	14 Pershing St.	7/10/2000	6/30/2003
Holmes, Diane, Chair	59 Lowell Rd.	7/18/2001	6/30/2004
Palmer, Titus	21 Vose Rd.	6/29/2000	6/30/2003

### Board of Cemetery Commissioners

*3 year term*

*Appointed by Town Manager*

Healy, Fred	9 Ward Hill Rd.	1999	6/30/2002
Provost, Daniel	27 Orchard St.	11/5/1999	9/30/2002

### Board of Water Commissioners

*3 year term*

*Appointed by Town Manager*

Fletcher, Harold Sr.	PO Box 394	7/27/1999	6/30/2002
Marcella, Walter, Chair	3 Mountain View Rd.	8/7/2000	6/30/2003
Thomas, Leslie	8A Old Colony Dr.	7/25/2001	6/30/2004

### Burial Agent of Deceased Soldiers

*1 year term*

*Appointed by Town Manager*

Murray, Paul	Town Hall	7/5/2001	6/30/2002
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*Appointed Boards and Committees*

**Cable Advisory Committee**

<i>1 year term</i>	<i>Appointed by Board of Selectmen</i>		
Enos, Ed	55 Vine Brook Rd.	8/24/2001	6/30/2002
Johnson, David	58 Tenney Rd.	8/24/2001	6/30/2002
Levy, Dave	354 Groton Rd.	9/27/2001	6/30/2002
Whitehouse, Donald, Chair	3 Providence Rd.	8/14/2001	6/30/2002
Woods, Ken	74 Tenney Rd.	8/14/2001	6/30/2002

**Caretaker of Whitney Playground, Town Common, Monuments**

<i>1 year term</i>	<i>Appointed by Town Manager</i>		
Barrett, Richard	Highway Supt.		6/30/2002

**Community Preservation Committee**

<i>staggered terms</i>	<i>Appointed by Board of Selectmen</i>		
Coakley, Bill	19 Phillips Dr.	7/27/2001	6/30/2004
Frank, Marilyn, Secretary	6 Chamberlain Rd.	6/27/2001	6/30/2004
Healy, Kathleen	95 North Main St.	6/12/2001	6/30/2002
MacMillan, Christine	12 Maple St.	6/18/2001	6/30/2002
Nilsson, Ingrid, Vice Chair	6 Depot St.	6/18/2001	6/30/2004
Rockwood, Cliff, Treasurer	19 Long Sought For Pond R	6/29/2001	6/30/2004
Schapiro, Evan	16 Tadmuck Rd.	6/18/2001	6/30/2003
Shaffer, Bob, Chairman	7 Blakes Hill Rd.	7/2/2001	6/30/2003
Tebbetts, Ken	8 Moore Rd.	6/12/2001	6/30/2002

**Conservation Commission**

<i>3 year term</i>	<i>Appointed by Board of Selectmen</i>		
Fahle, Eric, Chair	9 Long Sought For Pond Rd.	1999	6/30/2002
Frank, Marilyn	6 Chamberlain Rd.	8/18/2000	6/30/2003
Harman, William	10 Chamberlain Rd.	7/8/1999	6/30/2002
Mahler, Peter	25 Vine Brook Rd.	8/9/2000	6/30/2003
Trubey, Mary	34 Depot St.	8/15/2000	6/30/2003
Wheeler, Margaret.	171 Depot St.	9/26/2001	9/30/2004
Williams, Christie	32 North St.	7/12/1999	6/30/2002

**Council on Aging**

<i>3 year term</i>	<i>Appointed by Town Manager</i>		
Bartlett, Judy, Vice Chair	59 Monadnock Dr.	2000	6/30/2003
Crocker, Helcna, Chair	34 West St.	2000	6/30/2003
Hall, Dorothy	49 Broadway St.	2/21/2002	6/30/2005
Jungbluth, Eugene	10 Brookview Dr.	2001	6/30/2004
Oakes, Nancy	PO Box 869	2001	6/30/2004
Shapiro, Evan	16 Tadmuck Rd.	2001	6/30/2004
Teirney, Robert, Secretary	10 Tallard Rd.	1999	6/30/2002



## **Cultural Council**

### *3 year term*

### *Appointed by Board of Selectmen*

Cserbak, Diane, Secretary	18 Cold Spring Rd.	4/1/1999	4/30/2002
Cusson, Susan	248 Groton Rd.	11/1/2001	10/31/2004
Ellis, Nancy	87 Cold Spring Rd.	10/20/2000	10/31/2003
Fingerhut, Theresa, Treasurer	15 Nutting Rd.	4/29/1999	4/30/2002
Gallant, Mary, Co-Chair	3 Shannon Cir.	11/30/1998	6/30/2001
Gillies, Jean	30 Flagg Rd.	7/17/2000	6/30/2003
Greaves, Lizette, Co-Chair	8 Hayrick Lane	11/17/1998	6/30/2001
Lathia, Priti	17 Hyacinth Dr.	5/11/1999	4/30/2002
Phelps, Renee	30 Depot Rd.	8/16/2000	6/30/2003
Serpe, Cheryl	17 Shelly Lane	10/9/2001	9/30/2004
Stevenson, Lisa	1 Sequoia Rd.	11/2/2001	10/31/2004
Turpin, Karen	9 April Lane	9/2/1999	8/30/2002

## **Emergency Management**

### *1 year term*

### *Appointed by Town Manager*

Targ, Joe, Co-Director	51 Main St.	8/3/2001	6/30/2002
Whitcomb, Tim, Co-Director	53 Main St.	8/14/2001	6/30/2002

## **Finance Committee**

### *3 year term*

### *Appointed by Moderator*

Adams, Elizabeth	63 Main St.	7/17/2000	6/30/2003
Culver, Judy, Vice Chair	21B Pilgrim Dr.	7/10/2001	6/30/2004
Davidson, Erica	69 Providence Rd.	2/20/2002	6/30/2003
Diamond, Joseph	18 Vine Brook Rd.	11/8/2001	6/30/2004
Greenberg, Harvey	3 Carolina Lane	8/4/2000	6/30/2002
Keele, David, Chair	10 Boston Rd.	3/2/1999	6/30/2002
Sullivan, James	10 Bayberry Rd.	7/17/2000	6/30/2003

## **Fire Substation Building Committee**

### *1 year term*

### *Appointed by Board of Selectmen*

Anderson, Andy	21 Maple St.	10/9/2001	10/31/2002
Britko, Daniel	88 Cold Spring Rd.	10/9/2001	10/31/2002
Carey, Paul	17 Vine Brook Rd.	10/9/2001	10/31/2002
Culver, Judy (non-voting)	21B Pilgrim Dr.	10/25/2001	10/31/2002
DeVincendis, David (alternate)	20 E. Prescott St.	10/30/2001	10/31/2002
Gower, Frank, Vice Chair	10 Hawthorne Ave.	10/23/2001	10/31/2002
Hall, Tim (alternate)	25R N Main St.	10/9/2001	10/31/2002
Healy, Ward, Chair	PO Box 3248	10/30/2001	10/31/2002
Klecak, James (alternate)	6 Woodbury Dr.	11/8/2001	10/31/2002
Lamy, James	43 Pleasant St.	10/9/2001	10/31/2002
McCusker, Robert	65 Griffin Rd.	10/9/2001	10/31/2002
Rochon, Richard, Chief	51 Main St.	10/25/2001	10/31/2002
Rogers, George	60 Pleasant St.	10/29/2001	10/31/2002

Appointed Boards and Committees

Targ, Joseph (alternate)	8 Bayberry Rd.	10/9/2001	10/31/2002
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Highway Garage Building Committee

<i>1 year term</i>	<i>Appointed by Board of Selectmen</i>		
Alphen, Paul, Chair	9 Boutwell Hill Rd.	3/27/2002	6/30/2002
Ashley, Louis	120 Carlisle Rd.	8/14/2001	8/31/2002
Barrett, Richard	Highway Supt.	8/14/2001	8/31/2002
Fletcher, George	21 North St.	1/3/2002	8/31/2002
Hamel, Mark	Town Engineer	8/30/2001	8/31/2002
Healy, John A. III	26 Broadway St.	8/14/2001	8/31/2002
Jefferies, Robert	11 Boston Rd.	8/31/2001	8/31/2002
McCartney, Gaylord	16 Patriot Lane	8/23/2001	8/31/2002
Pearson, James	25 Colonial Dr.	8/14/2001	8/31/2002
Williams, Christie (alternate)	32 North St.	8/14/2001	8/31/2002

Historical Commission

<i>3 year term</i>	<i>Appointed by Board of Selectmen</i>		
Benedict, Sally, Treasurer	1 Hildreth St.	8/22/2001	6/30/2004
Crocker Joncas, Maria, Sec.	126 N Main St.	1999	6/30/2002
Gilbert, Phil, Alternate	16 Frances Hill Rd.	6/1/1999	6/30/2002
Hinckley, Jane, 2nd Vice Chair	24 Boston Rd.	8/10/2001	6/30/2004
Mayer, Deborahanne, Alternate	14 Sawmill Dr.	12/5/2000	6/30/2003
Oliphant, Bob, 1st Vice Chair	3 Robinson Rd.	2/23/1999	6/30/2002
Perron, Stacey	PO Box 2115	9/5/200	6/30/2002
Tebbetts, Kenneth, Chair	8 Moore Rd.	8/17/2001	6/30/2004

Land Use Priorities Committee

<i>no expiration of term</i>	<i>Appointed by Town Manager</i>		
Barnett, Bill	5 Crusade Rd.	5/00	no expiration of term
Drula, Jeanne	14 Hopkins Place	5/00	no expiration of term
Ferreira, Robert	81 Dunstable Rd.	5/00	no expiration of term
Green, Mike	11 Hidden Valley Rd.	5/00	no expiration of term
Holmes, Diane	59 Lowell Rd.	5/00	no expiration of term
Laporte, Robert Jr.	15 Kylemore Dr.	5/00	no expiration of term
Ledoux, Steve	Town Manager	5/00	no expiration of term
MacMillan, Christine	12 Maple St.	5/00	no expiration of term
McCusker, Robert	65 Griffin Rd.	5/00	no expiration of term
Murray, Margaret	11 Sassafras Rd.	5/00	no expiration of term
Pude, Chris	7 Bayberry Rd.	5/00	no expiration of term
Rosinski, Nancy, Chair	13 N. Hill Rd.	5/00	no expiration of term
Thomas, Leslie	8A Old Colony Dr.	5/00	no expiration of term
Ware, Kirk	5 Grenada Dr.	5/00	no expiration of term
Williams, Christie	32 North St.	5/00	no expiration of term



### Lowell Regional Transit Authority

<i>1 year term</i>	<i>Appointed by Board of Selectmen</i>		
Kavanaugh, William	46 Depot St.	2001	6/30/2002

### Master Plan Implementation Committee

<i>1 year term</i>	<i>Appointed by Planning Board</i>		
Alphen, Paul	9 Boutwell Hill Rd.	8/20/2001	6/30/2002
Caless, Mary	70 Beaverbrook Rd.	10/3/2001	6/30/2002
Frank, Sam (non-voting)	4 Wheeler Lane	8/23/2001	6/30/2002
Green, Michael	11 Hidden Valley Rd.	8/23/2001	6/30/2002
Holmes, Diane	59 Lowell Rd.	8/23/2001	6/30/2002
Nilsson, Ingrid, Chair	6 Depot St.	8/23/2001	6/30/2002
Palmer, Fred	147 Main St.	8/23/2001	6/30/2002
Peraner-Sweet, Andrea	21 Kirsir Cir.	8/23/2001	6/30/2002
Petit, Betsy (non-voting)	68 Main St.	8/23/2001	6/30/2002
Romeo, Chris	239 Concord Rd.	8/23/2001	6/30/2002
Shaffer, Bob	7 Blakes Hill Rd.	8/23/2001	6/30/2002
Thomas, Leslie	8A Old Colony Dr.	8/23/2001	6/30/2002
Trubey, Mary, Vice Chair	34 Depot St.	8/23/2001	6/30/2002
Whitehouse, Veronica	3 Providence Rd.	8/20/2001	6/30/2002
Williams, Christie (non-voting)	32 North St.	8/23/2001	6/30/2002

### Monument Advisory Committee

<i>3 year term</i>	<i>Appointed by Town Manager</i>		
Dubey, Patty	30 Pleasant St.	9/27/2000	8/31/2003
Harde, Ellen	39 Main St.	8/24/2000	6/30/2001
Murray, Paul	12 Wilshire Ave.	2000	6/30/2003
Oakes, Nancy	PO Box 869	8/21/2000	8/31/2003
Perron, Stacy	PO Box 3114	9/26/2000	6/30/2003
Revis, Jonathan	Beacon St.	7/9/2001	6/30/2004
Wrobel, Jack	13 Monadnock Dr.	9/27/2000	8/31/2003

### Nashoba Valley Technical High School District Committee

<i>3 year term</i>	<i>Appointed by BOS, School Committee, Moderator</i>		
Greenwood, Diana	PO Box 784	3/28/2002	3/31/2004
Koester, Hajo	65 Providence Rd.	3/29/2002	3/31/2005
O'Brien, Joan, Chair	11 Cold Spring Rd.	4/27/2001	3/31/2004

### Northern Middlesex Council of Government

<i>1 year term</i>	<i>Appointed by Board of Selectmen</i>		
Jefferies, Robert, alternate	11 Boston Rd.	5/24/2001	6/30/2002
Romeo, Chris	239 Concord Rd.	5/22/2001	6/30/2002

### Permanent School Building Committee

<i>no expiration of term</i>	<i>Appointed by Board of Selectmen</i>		
Brierly, Steven	16 Phillips Dr.	8/1/1996	no expiration of term

*Appointed Boards and Committees*

Cavanaugh, Karen	8 Dempsey Way	4/24/2001	no expiration of term
Ellis, Thomas	5 Chicory Lane	9/15/2000	no expiration of term
Goodwin, Steven	133 Main St.	1/23/2002	no expiration of term
Harkness, Angela	15 Castle Rd.	9/11/2000	no expiration of term
Jefferies, Robert	PO Box 487	12/28/1994	no expiration of term
Morgan, Kenneth, Chair	4 Dutchman Lane	12/5/1994	no expiration of term
Mulligan, Michael	4 Polley Rd.	12/2/1994	no expiration of term
Murray, George	14 Heywood Dr.	12/21/1994	no expiration of term
Smith, Robert	10 Hillside Ave.	12/2/1994	no expiration of term
Ware, Kirk	5 Grenada Dr.	12/1/1994	no expiration of term
Weisenbloom, Victor	25 Chippewa Rd.	9/10/1997	no expiration of term

**Police Facilities Building Committee**

<i>no expiration of term</i>	<i>Appointed by Board of Selectmen</i>		
England, Lee	91 Old Lowell Rd.	1996	no expiration of term
Gozzo, James	6 Carolina Lane	8/2/1996	no expiration of term
Herrman, Robert	101 Concord Rd.	1996	no expiration of term
Hook, Bette	125 Carlisle Rd.	7/31/1996	no expiration of term
Hughes, John	11 Chippewa Rd.	7/29/1996	no expiration of term
Maguire, Hugh	127 Cold Spring Rd.	7/30/1996	no expiration of term
Murray, Paul (non-voting)	12 Wilshire Ave.	8/6/1996	no expiration of term
Peloquin, Dennis	53 Forrest Rd.	8/12/1996	no expiration of term
Welch, Robert (non-voting)	Chief of Police	7/29/1996	no expiration of term
Yeuell, Glenna Jayne	65 Tadmuck Rd.	7/29/1996	no expiration of term

**Recreation Commission**

<i>3 year term</i>	<i>Appointed by Town Manager</i>		
Barnett, Bill	5 Crusade Rd.	2/1/2002	6/30/2002
Callahan, Fred	7 Chippewa Rd.	7/20/2001	6/30/2004
Lavelly, Julia	194 Main St.	8/8/2001	6/30/2004
Ledder, Sarah	2 Griffin Rd.	6/00	6/30/2003
McCann, Kevin	1 Thistle Lane	1/1/2000	6/30/2002
Rockwood, Cliff	14 Orchard St.	6/29/2001	6/30/2004
Welch, Robert, Chair	Chief of Police	7/98	6/30/2002

**Recycling Commission**

<i>1 year term</i>	<i>Appointed by Town Manager</i>		
Beck, William	24 Tadmuck Rd.	7/25/2001	6/30/2002
Demers, Joyce	4 Phillips Dr.	2001	6/30/2002
DiBello, Gerry, Chair	6 Court Rd.	8/8/2001	6/30/2002
Gustin, Mike	22 Meadow Lane	7/9/2001	6/30/2002
Hobson, Debbie	36 Carlisle Rd.	7/25/2001	6/30/2002
Sawyer, Elizabeth	4 Cherry Lane	7/25/2001	6/30/2002
Theriault, Barbara	8 Tadmuck Lane	10/10/2001	6/30/2002
<i>3 year term</i>	<i>Appointed by Town Manager</i>		
Basinas, Karen	21 Tyngsboro Rd.	7/20/1999	6/30/2002



Hardc, Ellen	39 Main St.	9/14/2000	6/30/2003
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### Regional Recreational Trail Committee

<i>1 year term</i>	<i>Appointed by Town Manager</i>		
Chclgren, Jeff	Asst. Town Manager	2001	4/1/2002
Ekman, Eric	Town Planner	2001	4/1/2002
Habe, Sandra	Asst. Recreation Dir.	4/12/2001	4/1/2002
Loiscelle, Allan	14 Lawson Rd.	4/4/2001	4/1/2002
Mahler, Pcter	25 Vine Brook Rd.	4/9/2001	4/1/2002
Turner, George	8 Rose Lane	4/4/2001	4/1/2002
Woods, Beverly	74 Tenney Rd.	4/7/2001	4/1/2002

### Registrars of Voters

<i>3 year term</i>	<i>Appointed by Board of Selectmen</i>		
McGee, Philip R., Dcm.	2 Beaverbrook Rd.	2001	6/30/2002
Vaughn, Bill, Rep.	10 Nabnasset St.	11/3/2001	6/30/2004
Whitehouse, Donald	3 Providence Rd.	1/22/2002	6/30/2003

### Roudenbush Community Center Committee

<i>3 year term</i>	<i>Appointed by Town Manager</i>		
Blanchard, Peg	18 Boston Rd.	7/23/1999	6/30/2002
Passios, Jim	7 Ward Hill Rd.	1999	6/30/2002
Pennella, Frank	3 Tallard Rd.	2/27/2001	6/30/2004
Pouliopolous, Katherine	17 Byrne Ave	11/27/2000	11/30/2003
Scott, Charlotte	36 Boston Rd.	9/11/2001	6/30/2004
Stafstrom, Jayne	9 Tallard Rd.	7/20/2001	6/30/2004
Townsend, Glen	4 Ledgewood Dr.	10/23/2001	6/30/2004
Viera, Jack	12 Kirsi Cir.	3/27/2001	6/30/2004
Waskiewicz, Bob	4 Leyland Rd.	7/20/2001	6/30/2004
Widmann, Virginia	5 Ledgewood Rd.	11/21/2000	11/30/2003
Wilson, Truda	42 North St.	1999	6/30/2002

### Senior Citizen Tax Relief Committee

<i>no expiration of term</i>	<i>Appointed by Board of Selectmen</i>		
Bob Jefferies (non-voting member)	11 Boston Rd.	2/13/2001	no expiration of term
Considine, Fran	16 Banbury Dr.	2/26/2001	no expiration of term
Crocker, Hclena	34 West St.	2/13/2001	no expiration of term
Hall, Dorothy, Co-Chair	49 Broadway St.	2/16/2001	no expiration of term
Holmes, Diane	59 Lowell Rd.	2/28/2001	no expiration of term
Jungbluth, Eugene	10 Brookview Dr.	2/28/2001	no expiration of term
Kecle, David	10 Boston Rd.	2/13/2001	no expiration of term
Lowry, John	58 Elm St.	2/13/2001	no expiration of term
Murray, Paul, Chair	12 Wilshire Ave.	2/13/2001	no expiration of term
Ramirez, Judy	14 Beaver Dam Dr.	2/21/2001	no expiration of term
Sawosik, Mary B.	27 Forge Village Rd.	4/26/2001	no expiration of term

*Appointed Boards and Committees*

**Stony Brook Master Plan Sub-Committee**

<i>1 year term</i>	<i>Appointed by Planning Board, Board of Selectmen</i>		
Alphen, Paul	9 Boutwell Hill Rd.	10/9/2001	10/31/2002
Barrett, Richard	Highway Supt.	10/9/2001	10/31/2002
Chelgren, Jeff	Asst. Town Manager	10/9/2001	10/31/2002
Coakley, Bill	19 Phillips Dr.	10/22/2001	10/31/2002
Davies, Paul	6 Crest Dr.	10/9/2001	10/31/2002
Drula, Jean	14 Hopkins Place	10/26/2001	10/31/2002
Fahle, Eric	9 Long Sought For Pond Rd.	10/9/2001	10/31/2002
Habe, Sandra	Asst. Recreation Dir.	10/24/2001	10/31/2002
Hamel, Mark	Town Engineer	12/3/2001	10/31/2002
Healy-Coffin, Dini, Vice Chair	2 Ward Hill Rd.	11/13/2001	10/31/2002
Ledoux, Steve	Town Manager	10/9/2002	10/31/2002
Mason, Patti	22 Old Homestead Rd.	10/9/2001	10/31/2002
Peraner-Sweet, Andrea, Chair	21 Kirsi Cir.	11/21/2001	10/31/2002
Pude, Chris	7 Bayberry Rd.	10/23/2001	10/31/2002
Smith, Robert		10/9/2001	10/31/2002
Sweetser, Warren	69 Acton Rd.	10/25/2001	10/31/2002
Thomas, Leslie	8A Old Colony Dr.	10/9/2001	10/31/2002
Ware, Kirk	5 Granada Dr.	10/22/2001	10/31/2002
Welch, Robert	Chief of Police	10/26/2001	10/31/2002

**Tax Possession Sale Committee**

<i>3 year term</i>	<i>Appointed by Board of Selectmen</i>		
McCarthy, A. Justin, Esq.	8 Wheeler Lane	7/1/1999	6/30/2002
Nesmith, Norman	233 Concord Rd.	7/1/1999	6/30/2001

**Town Forest Committee**

<i>1 year term</i>	<i>Appointed by Town Manager</i>		
Barrett, Richard	Highway Supt.	6/1/2001	6/30/2002
Johnson, Jesse	Asst. Town Engineer	7/25/2001	6/30/2002
Rooks, Carlton	Tree Warden	5/31/2001	6/30/2002

**Zoning Board of Appeals**

<i>5 year term, alternates yearly</i>	<i>Appointed by Board of Selectmen</i>		
Doucette, Ellen D.	3 Brookfield Dr.	1/18/2002	6/30/2006
Earl, David	17 Depot St.	1998	6/30/2003
Enis, Jay	13 Pine Tree Trail	8/14/2001	6/30/2006
Frank, Sam	4 Wheeler Lane	7/19/2001	6/30/2006
Hall, Roger	53 North St.	7/18/2001	6/30/2002
Johnson, Ronald H.	77 Carlisle Rd.	7/6/1999	6/30/2004
Kazeniak, H. James	9 Robinson Rd.	9/6/2001	6/30/2006



## BOARD OF SELECTMEN

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The first year of the twenty- first century in the Town of Westford meant continued efforts to deal with unprecedented growth. Physical examples of this growth abound. The Board of Selectmen accepted the new police station on behalf of the Town from its Police Station Building Committee. The long construction process and hard work of the committee resulted in an excellent new facility for both police activities and training. The Town also opened a new fire substation that completed the process of combining the Forge Village and Graniteville fire substations. The new station will not only improve service but also increased utilization efficiency of existing manpower and equipment. The Graniteville substation has been converted to serve as the new Recreation Commission offices, alleviating overcrowding at Town Hall. The Board of Selectmen acting through its Permanent School Buildings Committee turned over control of both the expanded Nabnasset Elementary and Westford Academy Building to the School Committee. The board also entered into construction contracts on the new Crisafulli Elementary, Greystone Elementary, and Stony Brook Middle Schools. Through its Highway Garage Building Committee the Board entered into an Architectural and Engineering contract for the new Highway Garage.

In efforts to control and shape the growth of the Town, the selectmen appointed a Community Preservation Act Study Committee which recommended a three percent surcharge on real estate taxes for the purposes of historic preservation, affordable housing, open space preservation and recreation facility development. The Town overwhelmingly supported the adoption of the Community Preservation Act at a Special Town Meeting on March 24. The Town also authorized a new growth control bylaw limiting new residential housing unit permits to a maximum of thirty per year.

All of this growth pressure has resulted in heavy budget pressure. The Annual Town Meeting enjoyed for the first time in Westford history both a five-year capital plan and an integrated five-year operational budget plan. The projections indicated sizeable budget deficits in the outlying years. The tragic events of September 11 and the resultant downturn of the economy have increased these budget woes.

The tragedy of September struck the town directly in the loss of two citizens in these senseless acts of terror. The response of the people of the town was to increase our resolve to act through community to preserve our way of life. The safety services of the town have all responded to the call as they always have in the past.

The Board of Selectmen, on behalf of the Town, wishes to thank all of the staff and volunteers who responded not only to the emergency but who throughout the year continued to deliver services to the townspeople in spite of the pressures of growth and dwindling resources.

The year also brought change to the board itself. Jack Wrobel retired from the Board of Selectmen after nine years of service. We will miss his creative approaches to problem solving especially in preserving open space as his participation in the Drew Farm and Picking Farm

*Board of Selectmen*

preservation efforts amply demonstrate. In his stead we welcome Chris Romeo with his lawyerly skills and advice all delivered with a grand sense of humor.

The year past was one of unparalleled change and stress, one that we hope is not repeated, but one in which our strongly developed sense of community and drive to work together proved our abilities to persevere and triumph.

Respectfully submitted,

Board of Selectmen

Robert Jeffries, Chair  
Dini Healy-Coffin, Vice Chair  
Chris Romeo, Clerk  
Robert McCusker  
Elaine McKenna



## TOWN MANAGER

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### *Citizens of Westford,*

2001 will be a year we will never forget; not for the activities that occurred in our community, but for the tragic events of September 11 and how our world shifted because of it. No longer can we take things for granted and issues that divide us, don't seem so important anymore.

The Town's deepest sympathies have gone to our citizens, who have suffered the direct impact of that tragic day through the loss of their loved ones. We will never know the depth of your sorrow, but we do know the world is a lesser place because of your loss.

For the Town, September 11 meant more emphasis on emergency preparedness and constant FBI alerts. We will always remember where we were and what we were doing at 8:48 AM. I was in the Fire Chief's office to discuss collective bargaining and we all watched in horror as the second plane hit the second Twin Tower and ultimately collapsed.

As both the President and former Mayor Guiliani have urged, we must attempt to go back to our normal existence, and therefore I would like to report on the high points of the year 2001 in Westford.

Annual Town Meeting in May saw the Town appropriate \$67,353,210 for the Town operational budget for 2002. The Town found itself in a particularly strong position as we received a 42% increase in Chapter 70 funds. At the Fall Town Meeting, \$1,500,000 was placed in the Stabilization Fund to help the Town during a "rainy day". We also received near \$2,000,000 in new growth. Early indications show that placing money in the Stabilization Fund was a prudent move, as the Commonwealth has found itself in a budget crisis and a local aid reduction may occur and, our tax revenue from new constructions is expected to dip significantly due to the downturn in the economy.

Town Meeting also authorized the construction of two new elementary schools and a middle School as well as a new Town Garage. 2001 also saw the commencement of the construction of two water filtration plants. One major initiative that occurred in 2001 was the Town's adoption of the Community Preservation Act. This act will allow a 3% surcharge on the tax bill exempting the first \$100,000 of valuation as well as exemption for seniors and low and moderate income residents. This Act will allow the Town to purchase property in order to preserve it for Conservation, Historic, recreation and affordable housing. The Town's Land Use Priorities Committee spent the year reviewing properties in Town to determine what potential properties match future Town land needs. The Committee's research will go a long way to help determine how Community Preservation money will be used.

The Town took strides toward meeting its commitment to develop affordable housing in 2001. The Town sold Brookside Mill to Brookside LLC for the development of thirty-five (35)

condominium units. The Affordable Housing Committee was revitalized in 2001 to play a role to expand the Town efforts on this behalf.

On the Personnel side, the Town successfully settled labor contracts with the Fire, Highway, and Superior Officers Union. In addition, we also saw the following changes: Nancy Oakes resigned as Town Clerk and was replaced by Kaari Mai Tari, former Assistant Town Clerk in Concord. Joseph Greene resigned as Human Resource Director and was replaced by Christine Liebke, former Human Resource Director in North Andover. Rose Thoman retired as Recreation Director and Patricia Savage, Parks and Recreation Director in Sudbury will assume the duties of this position in March 2002. Cheryl Gariepy, former Town Accountant for Westford, became the Town's first Benefit Coordinator; Alice Ferro, former Town Accountant in Northbridge replaced Cheryl. Chuck Reynolds was appointed the Town's Management Information Director. To all those individuals who have left, I wish the best in their future endeavors and I look forward to working with the new appointees.

I wish to thank the Board of Selectmen, all Town Employees, and all board and committee members for their support and hard work during the past year.

Respectfully submitted,

Steven L. Ledoux, Town Manager



*Flowers brought to Town Hall after September 11, 2001.*



## **BOARD OF ASSESSORS**

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### **YEAR'S ACTIVITIES**

The Assessors office completed a revaluation for re-certification for fiscal 2001. This was part of the triennial certification process with the Department of revenue. All sales were analyzed and certified by the Department of Revenue. Market values have continued to appreciate. The sales data utilized for this revaluation were based on sales from 2000 to reflect full and fair market value. The Department of Revenue certified the results of this assessment data to be within their statistical requirements and the tax bills went out on time. There was tremendous increase in New Growth approximately \$125,000,000 in new added assessed values. This additional New Growth helped offset the tax rate, which resulted in a decrease in the rate to \$15.58. This was a decrease of \$1.74 from the previous fiscal year. The FY 2001 tax rate was \$17.32. The Assessors office is still continuing to update property data to achieve a higher level of accuracy. This is a constant on-going process to ensure that tax assessments are equitable to all taxpayers. A representative from the Assessors office visited approximately 1200 parcels for FY 2001, of these there were approximately 650 building permits. The more accurate we can make this data, the more accurate the assessments will reflect current market value.

Fiscal year 2001 saw a slight increase in applications for abatements of Real and Personal property from FY 2000. This was because property values had been adjusted for FY 2001 through an interim revaluation. Westford is a very desirable community as reflected in market activity and sale prices. It has remained one of the fastest growing towns in the area. This desirability and demand to live in Westford coupled with a shortage of housing inventory continues to increase property values in terms of sale prices and subsequently assessments. It has been a very busy year for the Assessors office with changes in personnel, updating office procedures, implementing the acceptance of the Community Preservation Act, designing and assembling a booklet of Assessor functions as well as a booklet for elderly exemptions and assistance, and completion of the triennial revaluation. The staff deserves much credit meeting all the demands and challenges with competence and dedication to the town. The Assessors office recognizes that taxes are increasing as the town continues to grow and the demand for service increases. As always, we will continue striving for providing good customer service to the taxpayers. Our goal is to make every effort to assist the taxpayer understand their assessments.

### **EXEMPTIONS**

In Fiscal year 2001 the Board of Assessors granted two hundred thirteen (213) statutory exemptions for property taxes in the total amount of \$139,417.27 (Veterans, Elderly over 70, Blind, etc.). This was an increase of 13 applicants. In Fiscal year 2000 the total amount was \$120,972. Exemptions are increased due to the adoption of Chapter 126 of the Acts of 1988, allowing the statutory exemption to be increased to double their stated exemption amount.

### **ABATEMENTS**

In Fiscal year 2001 there were 213 request for abatements on Real and Personal property. Of these 98 abatements were granted resulting in a total refund of \$5,656,217 tax dollars.

*Board of Assessors*

There was 1 appeal filed with the Appellate Tax Board. This appeal has yet to be heard by the Appellate Tax Board.

Board of Assessors:

Diane Holmes, Chairperson  
Barbara Bogdan  
Titus Palmer

Jean-Paul Plouffe, Principal Assessor

## BYLAW REVIEW PROJECT

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In 2001, members of this committee continued the work begun in 1999 to review all of the non-zoning bylaws voted by town meeting since 1982 in order to create an up-to-date document for town boards and committees to work from.

Once the research was completed, we created a new format for the bylaws and presented that work to the November 13, 2001 special town meeting. The following motion under Article 8 was unanimously approved by that meeting:

Voted that the Town accept the renumbering of the various bylaws of the Town from the original numbering to the numbering, codification, arrangement, sequence and captions as set forth in the General Bylaws of the Town of Westford, dated October 2, 2001 including changes to the formatting reflected in the copy dated November 13, 2001, and on file with the Town Clerk.

In the coming year, we plan to work with town boards and committees to review the bylaws for content now that they are in a workable, complete form. It has become clear in our work with the bylaws that many are outdated or have been superceded by State law. Our goal is to have recommendations for amendments to several of the bylaws as an article at the May 2002 annual town meeting, with the remainder presented to the fall 2002 town meeting.

The League of Women Voters of Westford is pleased to have been able to offer the time and talents of its members to help the Town with this project.

Respectfully submitted,

Lynn Cohen	Debra Grad
Jen Heil	Ellen Harde
Valerie Wormell	Juta Moter
Linda Newhard	

Members, Westford League of Women Voters



## FINANCE COMMITTEE

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The Finance Committee is an independent town board whose nine members are appointed by the Town Moderator for overlapping three year terms. The Committee is charged with advising Town Meeting on all matters with a financial impact on the town. In order to make informed recommendations, committee members regularly consult other committees and town officials.

Calendar year 2001 saw continued debt payments for construction projects approved by the voters. These included work on a new fire substation and the construction of three new schools. The town's debt burden remains very close to its statutory limit; it was \$17 million below its debt limit in 2001. The Finance Committee continues to advise the town to exercise caution and restraint in considering additional debt issues. Operating costs continued to grow rapidly, largely driven by growth in the school population. The Commonwealth of Massachusetts compounded the difficulty of arriving at a balanced town budget for Fiscal Year 2002 by failing to pass a state budget until the middle of December 2001, for a budget year that began on July 1, 2001. Given these constraints and uncertainties, the Finance Committee supported the Town Manager's recommended budget at a "Maintenance of Effort" level of \$60,610,429. This included no funding for growth items for town departments, with the exception of the school department which received a \$2 million budget increase over the FY2001 appropriation. The Town Manager also recommended \$1 million in funding for capital items, and the Finance Committee particularly approved of renewing the town's commitment to this previously neglected area. Annual Town Meeting approved the recommended budget.

Annual Town Meeting in 2001 was the first in recent memory to be presented with a five-year financial plan. The Finance Committee commends Town Manager Steve Ledoux and Finance Director Suzanne Marchand for providing this essential information. The projected figures showed an estimated deficit for future years of at least \$2 million each year without any change in external circumstances or local receipts. This indicated the need to consider additional strategies for closing the revenue gap. The Committee would also like to thank the Town Manager and Finance Director for their extensive work with the Committee to discuss the ongoing status of the town's finances and evaluate options. Their active, regular participation in Finance Committee meetings has been highly constructive and the Committee is deeply appreciative of their efforts.

A Special Town Meeting also considered adoption of the Community Preservation Act in 2001. This provision of Mass. General Laws establishes a fund to be used for conservation, historic preservation, affordable housing, and recreation purposes. The Act raises funds by adding a surcharge to property tax bills, with some potential matching funds from the Commonwealth. The Finance Committee discussed this question at great length and recommended that Town Meeting accept the Act at a surcharge of 1.5%, with exemptions for the first \$100,000 in assessed property value and for low- and moderate-income residents. Town Meeting rejected the Finance Committee's arguments for minimizing additional burden on taxpayers and also rejected a proposal that at least one member of the CPA Committee be elected, and voted to place the question on the ballot at the maximum surcharge allowed under the Act of 3%. The measure was

placed on the ballot and passed, with the Finance Committee opposed, and was subsequently approved at Town Meeting in May.

At the start of the fiscal year in July, terms expired for long-time members Jeanne Drula and Dorothy Hall, who chose to retire from service. Committee member Don Herrick left the town and the committee to live elsewhere, and Paul Murray, after a hotly-contested but ultimately unsuccessful bid for a seat on the Board of Selectmen, resigned to serve as the town's veteran's agent. The Committee wishes all of these members well and thanks all four for their valuable service to the town. The Finance Committee elected the following officers for FY2002: David Keele, Chair; Judith Culver, Vice Chair; Liz Adams, Clerk.

Fall Town Meeting arrived with no final figures on state aid available. The Finance Committee recommended using estimates from the Department of Revenue and keeping \$1,500,000 in certified free cash available in the event that the DOR's figures proved to be incorrect. The Finance Committee also recommended the transfer of approximately \$2 million in remaining certified free cash to the Stabilization Fund. Town Meeting approved both these recommendations.

Respectfully submitted,

Westford Finance Committee

David Keele, Chair  
Judith Culver, Vice Chair  
Liz Adams, Clerk  
Jim Sullivan  
Harvey Greenberg

## FINANCE DEPARTMENT

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The Financial Statements for the Fiscal Year ended June 30, 2001 are herewith submitted.

The data represents a fair and accurate presentation in all material aspects of the Town's financial position and results of its operations.

The report is based on information recorded using the Uniform Municipal Accounting System(UMAS) of the Massachusetts Department of Revenue.

An audit of the Town's financial records by Melanson Health and Company, PC , Certified Public Accountants has been completed and the results of that audit are available in my office for public inspection.

Respectfully submitted,

Suzanne C. Marchand, Finance Director/Treasurer



June 30, 2001

	Governmental Fund Types			Proprietary Fund Types		Fiduciary Fund Types Trust and Agency	Account Group General Long- Term Debt	Totals (Memorandum Only)
	General	Special Revenue	Capital Project	Enterprise	Internal Service			
<u>ASSETS</u>								
Cash and cash equivalents	\$ 6,486,652	\$ 1,627,116	\$ 3,691,554	\$ 3,306,788	\$ (201,538)	\$ 3,945,608	\$ -	\$ 18,856,180
Cash held by others	-	-	-	-	51,028	-	-	51,028
Receivables:								
Taxes	1,035,616	-	-	-	-	-	-	1,035,616
Excises	311,291	-	-	-	-	-	-	311,291
Charges for services	-	-	-	413,810	-	-	-	413,810
Street betterments	3,048	-	-	-	-	-	-	3,048
Prepaid expenses	42,400	-	-	-	-	-	-	42,400
Amount to be provided by state	-	-	-	-	-	-	27,055,639	27,055,639
Amount to be provided for the retirement of general long-term debt	-	-	-	-	-	-	29,576,361	29,576,361
Total Assets	\$ 7,879,007	\$ 1,627,116	\$ 3,691,554	\$ 3,720,598	\$ (150,510)	\$ 3,945,608	\$ 56,632,000	\$ 77,345,373
<u>LIABILITIES AND FUND EQUITY</u>								
Liabilities:								
Warrant's payable	\$ 1,859,186	\$ 161,563	\$ 504,384	\$ 117,729	\$ 112	\$ 3,829	\$ -	\$ 2,646,803
Accrued liabilities	-	6,908	-	39,905	115,514	-	-	162,327
Deferred revenues	1,054,634	-	-	413,810	-	-	-	1,468,444
Bond anticipation notes payable	-	-	2,350,000	1,000,000	-	-	750,000	4,100,000
General obligation bonds payable	-	-	-	-	-	-	55,765,000	55,765,000
Other liabilities	33,282	-	-	200,916	-	1,362,187	117,000	1,713,385
Total Liabilities	2,947,102	168,471	2,854,384	1,772,360	115,626	1,366,016	56,632,000	65,855,959
Fund Equity:								
Fund balances:								
Reserved for encumbrances	598,430	-	-	911,882	-	-	-	1,510,312
Reserved for endowments	-	-	-	-	-	391,325	-	391,325
Unreserved/undesignated	4,333,475	1,458,645	837,170	-	-	2,188,267	-	8,817,557
Retained earnings	-	-	-	1,036,356	(266,136)	-	-	770,220
Total Fund Equity	4,931,905	1,458,645	837,170	1,948,238	(266,136)	2,579,592	-	11,489,414
Total Liabilities and Fund Equity	\$ 7,879,007	\$ 1,627,116	\$ 3,691,554	\$ 3,720,598	\$ (150,510)	\$ 3,945,608	\$ 56,632,000	\$ 77,345,373

TOWN OF WESTFORD, MASSACHUSETTS  
Combined Statement of Revenues, Expenditures and  
Changes in Fund Balance -  
All Governmental Fund Types and Expendable Trust Funds

For the Year Ended June 30, 2001

	Governmental Fund Types			Fiduciary Fund Types	Totals
	General	Special Revenue	Capital Projects	Expendable Trust	(Memorandum Only)
Revenues:					
Taxes	\$ 37,173,212	\$ -	\$ -	\$ -	\$ 37,173,212
Excises	2,680,560	-	-	-	2,680,560
Interest and penalties	236,227	-	-	-	236,227
Departmental	80,479	-	-	-	80,479
Licenses and permits	1,055,221	-	-	-	1,055,221
Intergovernmental	15,102,143	1,705,650	536,645	-	17,344,438
Charges for services	-	2,685,755	-	-	2,685,755
Interest earnings	742,931	-	-	31,666	774,597
Fines, forfeitures, and fees	27,040	-	-	-	27,040
Other	92,133	98,052	26,229	39,763	256,177
Total Revenues	57,189,946	4,489,457	562,874	71,429	62,313,706
Expenditures:					
Current:					
General government	2,148,214	124,511	-	38,000	2,310,725
Public safety	5,302,498	827,456	1,363,061	-	7,493,010
Education	30,976,160	2,432,963	7,267,922	-	40,677,045
Public works	4,778,598	187,231	431,483	-	5,397,312
Human services	540,766	96,013	-	-	636,779
Culture and recreation	1,280,169	621,071	27,237	-	1,928,477
Employee benefits	3,148,229	-	-	-	3,148,229
Miscellaneous	-	198,517	654,007	20,367	872,891
Debt service	8,586,888	-	-	-	8,586,888
Intergovernmental	186,035	-	-	-	186,035
Total Expenditures	56,947,552	4,487,762	9,743,710	58,367	71,237,391
Excess (deficiency) of revenues over expenditures	242,394	1,695	(9,180,836)	13,062	(8,923,685)
Other Financing Sources (Uses):					
Proceeds of bond anticipation notes	750,000	-	-	-	750,000
Operating transfers in	29,477	-	-	50,000	79,477
Operating transfers (out)	(50,000)	-	-	(29,477)	(79,477)
Total Other Financing Sources (Uses)	729,477	-	-	20,523	750,000
Excess (deficiency) of revenues and other sources over expenditures and other uses	971,871	1,695	(9,180,836)	33,585	(8,173,685)
Fund Balance, Beginning	3,960,034	1,456,950	10,018,006	2,154,682	17,589,672
Fund Balance, Ending	\$ 4,931,905	\$ 1,458,645	\$ 837,170	\$ 2,188,267	\$ 9,415,987

TOWN OF WESTFORD, MASSACHUSETTS

Statement of Revenues and Other Sources,  
and Expenditures and Other Uses -  
Budget and Actual - General Fund

For the Year Ended June 30, 2001

	<u>Budget</u>	<u>Adjusted Actual</u>	Variance Favorable (Unfavorable)
Revenues and Other Sources:			
Real estate and personal property taxes	\$ 36,604,674	\$ 36,604,674	\$ -
Motor vehicle excises	2,558,572	2,680,560	121,988
Departmental	56,000	172,612	116,612
Interest, penalties and other taxes	162,000	236,227	74,227
Licenses and permits	660,152	1,055,221	395,069
Fines and forfeitures	22,000	27,040	5,040
Intergovernmental	13,128,072	13,354,824	226,752
Interest earnings	500,000	742,931	242,931
Teacher pay deferral	268,078	268,078	-
Transfers in	29,477	29,477	-
Free cash	1,722,543	1,722,543	-
Ban proceeds	<u>750,000</u>	<u>750,000</u>	<u>-</u>
Total Revenues and Other Sources	56,461,568	57,644,187	1,182,619
Expenditures and Other Uses:			
General government	2,252,604	2,153,470	99,134
Public safety	5,497,701	5,357,471	140,230
Education	29,590,245	29,251,731	338,514
Public works	4,600,670	4,787,643	(186,973)
Health & human services	551,145	541,030	10,115
Employee benefits	3,148,229	3,148,229	-
Culture & recreation	1,478,671	1,449,366	29,305
Debt service	8,807,205	8,586,888	220,317
Intergovernmental	150,000	186,035	(36,035)
Teacher pay deferral	335,098	335,098	-
Transfers out	<u>50,000</u>	<u>50,000</u>	<u>-</u>
Total Expenditures and Other Uses	<u>56,461,568</u>	<u>55,846,961</u>	<u>614,607</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	\$ <u>-</u>	\$ <u>1,797,226</u>	\$ <u>1,797,226</u>



TOWN OF WESTFORD, MASSACHUSETTS

Combined Statement of Revenues, Expenses and Changes in Fund Balance/  
Retained Earnings - Proprietary Fund Types and Similar Trust Funds

For the Year Ended June 30, 2001

	<u>Proprietary Fund Types</u>		<u>Fiduciary Fund Type</u>	<u>Totals</u>
	<u>Enterprise</u>	<u>Internal Service</u>	<u>Non-Expendable Trust Fund</u>	<u>(Memorandum Only)</u>
Revenues:				
Contributions	\$ 2,176,710	\$ 3,470,563	\$ 14,300	\$ 5,661,573
Total Revenue	<u>2,176,710</u>	<u>3,470,563</u>	<u>14,300</u>	<u>5,661,573</u>
Expenses:				
Public works	2,061,642	-	-	2,061,642
Insurance claims	-	721,965	-	721,965
Insurance premiums and cost	-	2,870,758	-	2,870,758
Total Expenses	<u>2,061,642</u>	<u>3,592,723</u>	<u>-</u>	<u>5,654,365</u>
Operating income (loss)	115,068	(122,160)	14,300	(7,092)
Non-Operating Revenues and Expenses				
Interest revenue (expense)	<u>(30,500)</u>	<u>5,885</u>	<u>20,415</u>	<u>(24,615)</u>
Net Non-operating Revenues and Expenses	<u>(30,500)</u>	<u>5,885</u>	<u>20,415</u>	<u>(24,615)</u>
Net Income (Loss)	84,568	(116,275)	34,715	3,008
Fund Balance/Retained Earnings, beginning	<u>1,863,670</u>	<u>(149,861)</u>	<u>356,610</u>	<u>1,713,809</u>
Fund Balance/Retained Earnings, ending	\$ <u>1,948,238</u>	\$ <u>(266,136)</u>	\$ <u>391,325</u>	\$ <u>2,073,427</u>

TOWN OF WESTFORD, MASSACHUSETTS

Combined Statement of Cash Flows  
Proprietary Fund Types and Similar Trust Funds

For the Year Ended June 30, 2001

	<u>Proprietary Fund Types</u>		<u>Fiduciary</u> <u>Fund Type</u> <u>Non-Expendable</u> <u>Trust</u>
	<u>Enterprise</u>	<u>Internal</u> <u>Service</u>	
Cash Flows From Operating Activities:			
Operating/capital income (loss)	\$ 115,068	\$ (122,160)	\$ 14,300
Adjustments to reconcile operating income to net cash provided by operating activities:			
(Increase) Decrease in Current Assets:			
Accounts receivable	(136,829)	-	-
Increase (Decrease) in Current Liabilities:			
Bond anticipation notes payable	1,000,000	-	-
Accounts payable	117,729	112	-
Accrued liabilities	30,500	(100,828)	-
Other liabilities	25,816	-	-
Deferred revenues	136,829	-	-
Net Cash Provided From Operating Activities	1,289,113	(222,876)	14,300
Cash Flows From Investing Activities:			
Interest expense	(30,500)	5,885	20,415
Net Cash Provided From Investing Activities	(30,500)	5,885	20,415
Net increase (decrease) in cash	1,258,613	(216,991)	34,715
Cash, beginning of year	2,048,175	66,481	356,610
Cash, end of year	\$ 3,306,788	\$ (150,510)	\$ 391,325
<u>Reconciliation of Fiduciary Fund</u>			
<u>Type Cash:</u>			
Expendable			\$ 2,192,046
Nonexpendable			391,325
Agency			1,362,237
Total			\$ 3,945,608

# TAX COLLECTOR

July 1, 2000-June 30, 2001

	+	+	-	+/-	+	-	+/-	Other	BALANCE
	BALANCE	Commitments	Abatements	Tax Title	Refunds	Collections		Adjustments	6/30/2001
	7/1/2000								
<b>REAL ESTATE</b>									
2001	-	36,342,880.42	189,059.40	(9,179.02)	74,124.16	35,558,252.57		48.35	660,561.94
2000	393,413.26		22,321.44	(37,712.49)	45,810.24	337,145.90			42,043.67
1999	42,897.49				5,927.97	43,214.29		1,361.07	6,972.24
1998	5,658.54					6,017.34		89.49	(269.31)
1997	(9,490.26)					3,267.92			(12,758.18)
1996	(5,533.73)				(436.40)	1,988.25		(429.47)	(8,387.85)
<b>TOTAL</b>	<b>426,945.30</b>	<b>36,342,880.42</b>	<b>211,380.84</b>	<b>(46,891.51)</b>	<b>125,425.97</b>	<b>35,949,886.27</b>		<b>1,069.44</b>	<b>688,162.51</b>
<b>EXCISE</b>									
2001		2,365,126.65	36,669.08		13,903.53	2,096,933.70		(5.68)	245,433.08
2000		271,544.79	29,790.35		26,383.51	577,142.78		(10.31)	31,076.10
1999		29,773.54	9,860.54		2,048.98	33,230.97			12,903.27
1998		9,428.37			287.37	3,309.79			6,405.95
1997		8,231.32			90.04	366.25			7,955.11
1996		8,015.27				496.99			7,518.28
Prior		112,834.63				1,952.28			110,882.35
<b>TOTAL</b>		<b>2,804,954.57</b>	<b>76,319.97</b>		<b>42,713.43</b>	<b>2,713,432.76</b>			<b>422,174.14</b>
<b>PERSONAL PROPERTY</b>									
2001		652,683.40	1,997.35			643,086.63			7,599.42
2000	17,172.40		158.87			2,606.05			4,407.48
1999	5,049.50		4,718.16			401.49			(70.15)
1998	4,903.43		4,612.12			359.78			(68.47)
1997	4,589.85		4,602.89		16.38				3.34
1996	5,196.34		138.05			550.47			4,507.82
<b>TOTAL</b>	<b>36,911.52</b>	<b>652,683.40</b>	<b>16,227.44</b>		<b>16.38</b>	<b>647,004.42</b>			<b>16,379.44</b>



# HUMAN RESOURCES

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The mission of the Town of Westford's Human Resources Department is to actively manage employee related functions by providing the professional knowledge, skills and experience necessary to manage human resource issues in a manner which is fair, honest and consistent with good human resource management practices, which insures compliance with regulatory requirements and which strongly supports the Town's overall mission while ensuring consistently high levels of customer service to all employees of the Town and overall improvement of quality of services.

Those functions include labor and employee relations, employment, diversity and affirmative action, compensation and benefits, training and development, safety, health and workers' compensation, employee related policy development and employee assistance.

Town employees interact with the Human Resources Department on a variety of individual concerns. These include health and life insurance claims, credit references, retirement planning, injuries on the job, fair treatment, grievances, disciplinary matters, job bids for promotion or transfer, career development and inservice training opportunities.

## Highlights and Accomplishments

- Successfully negotiated to completion a three-year contract with The Westford Superior Officer's Association.
- Successfully negotiated to completion a three-year contract with the National Association of Government Employees Westford Highway Department.
- Successfully negotiated to completion a two-year contract with The Westford local of the International Association of Fire Fighters.
- The Human Resources Department began the process of implementing a full service office to serve the needs of the Town and its employees. This long range plan entails the ability to recruit and retain the best possible "talent" for the Town of Westford, sound policies and procedures that are in compliance with local, state, and federal laws; computerized employment processing and record keeping systems, better and more "creative" initiatives to lower our health insurance costs, employee and professional development, in-house training seminars, employee assistance and wellness programs, retirement planning and counseling to our valued retirees.
- Streamlined internal processes for the receipt and referral of resumes/application resulting in faster acknowledgment to applicant, quicker referral of resumes to hiring departments and timelier review of candidates.
- Establishment of a Town wide Employee Assistance Program for all employees and their families.

Respectfully submitted,

Chris Liebke, Director

# TOWN CLERK

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The Town Clerk's Office operates with a staff of two full-time, two part-time and seasonal personnel, including more than 60 Election Officers. During the summer, additional personnel assisted in the office with a major reorganizing effort that will lead to a centralized information system for improved access and safer storage of Town records.

The Annual Census was conducted toward the end the January and the majority of returns were received by the end of April. The data provided by the Census is used to update voter information in the State's Central Voter Registry (CVR), which is used to generate voter lists at Elections, Town Meeting and the Jury List. The School Department receives census data for school-aged children to help with enrollment information and projections; and the Council on Aging uses census data for service projections. Several other Town departments also rely on this data to assist with their daily work. The Town Clerk's Office appreciates the efforts of all residents to return census forms in a timely manner.

## VITALS

During the 2001 calendar year, 289 Births, 73 Marriages, and 133 Deaths were recorded, compared with 304, 69, and 137 respectively in 2000.

## LICENSING

Dogs over six months of age must be licensed every year in Westford. In order to be licensed a current rabies certificate is needed. The cost per license is \$10 per dog (\$6 per dog if spayed or neutered). Thanks to the diligent efforts of Assistant Town Clerk Patty Dubey, the number of licensed dogs in Westford increased from 1,958 in 2000 to 2,030 in 2001.

The Town Clerk's office serving as licensing agent for the Division of Fisheries and Wildlife issued 412 fishing, hunting & sporting licenses and stamps during the calendar year. The Town keeps a portion of the license fees issued, which amounted to \$532.50.

## FILINGS

The Town Clerk's Office processed 179 Uniform Commercial Code (UCC) filings during the first half of the year. On July 1, 2001, the law changed, which now requires that UCCs be filed directly with the Secretary of State's office. The Town Clerk's office still conducts searches on existing filings for a small fee.

## PRESERVATION

The preservation effort of the Town's historical documents continues in earnest. A committee is in the process of being formed to address the needs of town records based on a Survey of Historic Records that was conducted in 200 by Archivist Nancy Kougeas. Many thanks go to Jane Hinekley for her boundless energy in helping with preservation-related projects.

## MISCELLANEOUS

As a Passport Acceptance Agency, staff at the Town Clerk's Office reviewed 955 passport applications before forwarding them to the Passport Processing Center. The Town Clerk's Office keeps \$15 of the passport fee for providing this service.

Many thanks to all who have assisted the Town Clerk's Office in so many ways, especially to Town Moderator Ellen Harde, Lynn Cohen, Chair of the Bylaw Review Project, and the League of Women Voters.

Respectfully submitted,  
Kaari Mai Tari, Town Clerk



## ANIMAL CONTROL DEPARTMENT

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The year 2001 brought changes to the Animal Control Department including:

- The addition of a second Animal Control vehicle, donated by Chief of Police Robert Welch.
- Officers Aaron, Harrington, and Whitcomb attended a 10-week Intensive Academy and are now State Certified Animal Control Officers.
- Additionally contracts to provide services to the towns of Tyngsboro and Littleton have brought revenue to the town of Westford, which financially supports the functions of the Animal Control Department making the Dept. practically self sufficient.

The Town Pound is located on Beacon Street and our office may be reached at 978 692-4574.

I would like to thank the following people for their continued support:

Robert Welch – Police Chief, and the Westford Police Department  
Steve Ledoux – Town Manager  
Suzanne Marchand – Town Treasurer  
Westford Highway Department  
Westford Fire Department

Respectfully Submitted,

Michael E. Harrington, Chief Animal Control Officer

Assistant Animal Control Officers:

Sharon Aaron  
Judi Bassett  
Tim Whitcomb



## WESTFORD EMERGENCY MANAGEMENT AGENCY

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Westford Emergency Management was very busy during 2001, as were all other emergency services.

The year 2001 began by testing us against natural challenges, with a significant amount of snowfall, followed by heavy rains, both causing consequential damages throughout town. The year came to an end testing us against man made concerns, and the new felt threat of terrorism in our own back yards.

The Emergency Operations Center was opened during the storm on 3/5/01 through 3/7/01. During the storm we ran informational ads on channel 8 and WCAP radio, as well as prepared shelter openings.

During the March 22-26 rainstorms WEMA purchased 2 additional pumps to be used to assist residents which had experienced flooding. We monitored the water level in the detention pond on Vineyard; the Westford Highway Department used the pumps to lower the water level. The dams along Stoneybrook were also monitored.

We worked with FEMA who sent investigators to Westford to survey the effected areas in order to assess the amount of damage. In the days and weeks following WEMA directed residents on how to receive finical assistance due to flooding. Reimbursement forms where submitted and reimbursement was received from the federal government.

The City Watch Emergency Notification System was installed in the communications room at the Police Department. The system was placed on line and tested. We are expecting updated mapping from town GIS

Department to be complete soon. This updated mapping will significantly enhance the systems capabilities.

WEMA supports and assists the Police and Fire Auxiliary Programs, with necessary training and equipment.

An All Terrain Vehicle was purchased to assist with search and rescue efforts. Training was set up with Environmental Police and members of the FD were trained in its use.

We continue to be a member of the North Middlesex Area Emergency Planning Committee, which meets regularly during the year. A tabletop drill had been scheduled to exercise members of this committee's ability to conduct a large-scale evacuation. This drill was postponed due to the events of 9-11-01.

In the aftermath of 9-11, WEMA held and attended several meetings dealing with this attack and the continued threat on our country. We met with MEMA, DPH, CDC, and locally with the Police Department, Fire Department, and Board of Health. We continually received information from MEMA of all current available information, threats, and warnings. The Fire Chief, Police

Chief, and Town Manager where advised of all pertinent information as it was received. WEMA also attended seminars on Bio-terrorism and pandemic planning.

We would like to thank the Town Manager Steven LeDoux, Police Chief Robert M. Welch Jr., Fire Chief Richard Rochon, the Board of Health, and all the other departments, and residents for their continued support and cooperation.

Additionally we would like to thank P.A.R.T. (Police Amateur Radio Team), and Paul Murray for their continued assistance, time, and input which they give to WEMA and the town.

Respectfully submitted,

Capt. Joseph Targ, Co-Director  
Timothy H. Whitcomb, Co-Director

## **Remembering Cinder**

Cinder, our faithful and much loved town companion, passed away in September 2001, after living at the Center Fire Station. She was an extended member of our family and the community, serving us for 14 years in our fire prevention programs. She offered us the ability to more easily teach fire safety to children. Cinder will certainly be missed, but will be remembered fondly for the joy she brought all of us.





## **FIRE DEPARTMENT**

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### **STUDENT AWARENESS OF FIRE EDUCATION (S.A.F.E.)**

We are currently beginning our fourth year with this great program. As we continue to strive to make it more successful, we are faced with more competition in receiving grant monies, which is the sole mechanism of funding for this program. This is due to the increased demand of other communities that are beginning to realize the great value of this program. The coordinators have worked tirelessly along with the many volunteers of the department and their families to achieve the best program possible. I would personally like to thank all that have worked hard on this program, with their help and dedication, we can provide the best education program possible. We are looking forward to another successful Fire Safety Day Camp for boys and girls where they learn about home and fire safety as well as what to do in an emergency situation.

### **CAPITAL PROGRAM**

We continue to look at ways to maximize our use of capital dollars. Last year we were successful in working with two area departments to purchase a Thermal Imaging Camera and this year is no exception. We are working with the town of Ayer and Tyngsboro to collectively purchase Firefighter protective equipment. These partnerships have enabled us to keep costs down while trying to meet the current demands. Our efforts will continue for future capital projects and equipment as a way of being able to stay up to date with our equipment while continuously trying to keep costs down. We were also successful in acquiring a grant for \$30,898.00 that will be used towards the purchase of our second Thermal Imaging Camera for the department. A special thanks to go out to Jim Barrett for all his hard work on this grant.

### **STAFFING**

In January, the department began staffing the Nabnasset station on a 24-hour basis. We have already seen marked improvements in response times to both fire and medical calls within this district. I cannot begin to thank you for your support to make this happen. It is my goal to work to improve the response times to Graniteville, Forge Village and Parker Village, however, it is not without it's challenges. As we are all faced with keeping costs down to help alleviate the need to increase taxes, the demands of the department and myself are still great. I will continue to research alternate ways to keep costs down, but staffing is where we need it the most. Additional staffing will help to bring us to level of service that I feel is a necessity for our growing community.

### **TRAINING**

Our training program continues to be the best around. We will be hosting our fourth Firefighter I/II class and look forward to using our new training facility at the new sub-station for this highly regarded program. As in years past, we have sparked an interest in other communities that are looking to take their training through our program. Our goal is to have our whole department certified in the very near future. This program would not be successful, if it was not for the commitment and dedication of our instructors. Thank you to: David O'Keefe, Harold Fletcher, Jr., Mark Valcourt and Jim Sheridan for a job well done.

## **FIRE SUBSTATION**

The Fire Substation project has been an exciting one, though it has had its challenges, we are very enthusiastic and are looking forward to the project completion in late Spring. Thank you to the Committee for all of your hard work and dedication on this project.

## **THANK YOU**

Your continued support of the department and myself can not go unnoticed, as townspeople you have helped shaped the future of this department and on behalf of the department and myself, THANK YOU. To the department officers, members and office manager, without you, we would not be where we are today, you make it all happen. The trust, admiration and appreciation for all that you do for the department and the community is something that is not taken lightly and is very much appreciated by the community and me. I would like to thank the Department heads and the Town Manager for their support as well as the area Chiefs and their members who respond to our needs and keep our mutual aid system intact. Lastly, special thanks to my family, my wife Kathy and my daughters, Kayla and Maria, you are the bond that keeps me going and without you, none of this would be possible.

Respectfully submitted,

Richard Rochon, Fire Chief

WESTFORD FIRE DEPARTMENT ROSTER

Fire Chief

Richard J. Rochon

Office Manager

Sandy Cullen

Captains

Steven R. Ducharme	Daniel J. O'Donnell Sr.
Joseph T. Targ	David A. Woitowicz

Firefighters & E.M.T.'s

Timothy A. Bellemore	Stephen A. Wyke	Don Greenwood
Brian D. Foley	Nancy V. Burns	James M. Sheridan
David P. Christiana	Andrew G. Anderson Jr.	James R. Klecak
James P. Barrett	David M. O'Keefe	Ernest W. Pudsey
John A. Facella	David A. Devincentis	Daniel A. Britko
Paul J. Carey	James F. Lamy	Robert L. Benoit
Peter Denechuck	Michael Cool	Paul R. Lemieux
Richard Barrett	Donald R. Parsons	Joseph D. Delpapa Jr.
Shawn M. Ricard	David W. Penfield	Harold A. Fletcher Jr.
Stephen H. Stone	John Fox	Richard Green
Susan Smith	Shawn P. Girard	Mark N. Valcourt
William Stone	Kevin Woitowicz	William Cashman
Darren Lanier	Gregg McLaughlin	Kevin Grebinar
Michael Denehy		

Auxiliary Firefighters/E.M.T.'s

Peter Coc	Don Post	James Joncas
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Special Assignment Firefighters

Robert Benoit EMS Director	Captain Daniel J. O'Donnell Sr. Fire Investigation Unit	Captain Joseph T. Targ Code Enforcement
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*Fire Department*

David O’Keefe Training Director	Peter Dennechuk Fire Investigation Unit	Donald Parsons Fire Prevention Officer & Juvenile Fire Setters Program
Bill Stone Child seat Coordinator	Harold A. Fletcher Jr. Hazardous Materials Tech	Kevin Grebinar S.A.F.E. Coordinator & Community Service Officer

**Fire Alarm Operators**

Audrey M. Ducharme Douglas Cook	Colin Osgood Suzanne Benoit	David Lefebvre Don Greenwood
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**Statistics**

WORKING ON SYSTEMS	859
<b>AMBULANCE CALLS</b>	<b>1277</b>
QUEST FOR MEDICS	558
INSERVICE TRAINING	144
ASSISTANCE	185
APPLIANCE	15
ENG. MEDICAL ASSIST	473
BOX ALARMS	195
TROUBLE ALARMS	90
BRUSH	40
STRUCTURE FIRES	13
CO.DET	23
VEHICLE	43
GAS/PROPANE	27
FUEL	12
DIST. 6 HAZMAT	22
OUTSIDE ELECTRICAL	28
ELECTRICAL	6
ALARM CO CALLS	120
ODOR INVESTIGATION	59
SMOKE IN BUILDING	26
LIGHTNING STRIKE	11
DOG&ELEVATOR RESCUE	2
DUMPSTER/PORTAPOTTY	2
FIREWORKS STANDBY	1
SUSPICIOUS PACKAGE	9
MUTUAL AID IN	14
MUTUAL AID OUT	22
SEARCH	3
BUILDING COLLAPSE	1

<b>TOTAL</b>	<b>1442</b>
E-4 RESPONSES	434

COOKING FIRE	103
BRUSH PERMITS	1353
BLASTING DETAILS	106
BLASTS MONITORED	241
AGRICULTURAL BURN	2
26F/G INSPECTIONS	412
STATIONS MANNED	2
HOSP. DIVERSION	130
FIRE DRILLS	83
NO SCHOOL	4
BLACK POWDER BLASTS	17
PRIMER CORD BLASTS	18
LIGHTING PLANT	1
4H DETAILS	5
WELDING DETAIL	1

**MUTUAL AID OUT**

GROTON	10	8 ENG.CO		2 AMB.
CHELMSFORD	12	2 ENG.CO		10 AMB.
LITTLETON	17	6 ENG.CO	SRVC BRSH TK	9 AMB.
LOWELL	2	ENG.CO		
CARLISLE	1	ENG.CO		
TYNGSBORO	1	ENG.CO		

**MUTUAL AID IN**

CHELMSFORD	1	RESCUE	
LITTLETON	23	10 ENG.CO	13 AMB.
AYER	1	ENG. CO	
TYNGSBORO	3	ENG. CO	
TRINITY AMB	2		2 AMB.

## FIRE SUBSTATION COMMITTEE

---

We are pleased to announce that we have moved into the George Rogers Fire Station on Town Farm Road. We are excited to be able to use the facility to house several pieces of fire apparatus as well as the convenience of having additional conference space. We'd like to thank all the committee members for their continued support and dedication to the project. We are having the dedication ceremony for Retired Fire Chief George Rogers on May 4, 2002, we hope that you are able to join us for this special event.

Respectfully submitted,

Fire Substation Committee

Ward Healy, Chair  
Frank Gower, Vice Chair  
Richard Rochon, Chief  
Andy Anderson  
Daniel Britko  
Paul Carey  
James Lamy

Robert McCusker  
George Rogers  
David DeVincentis (alternate)  
Tim Hall (alternate)  
James Klecak (alternate)  
Joseph Targ (alternate)  
Judy Culver (non-voting)



*John Edwards Hose Company, Forge Village*



## WESTFORD POLICE DEPARTMENT

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The Westford Police Department is committed to providing the community with the highest level of services possible. The community has proven it is a strong ally in the fight to prevent crime and reduce the fear of crime. Without this support, the department could not be as successful in its mission approaching the ideal of Westford being free from crime and disorder. We must continue to work together and strive towards that ideal.

The members of this department are dedicated and highly trained individuals that form together as a team with the community to ensure the safety of the public. I thank them for their sincere efforts to make Westford a model community, and the police department second to none. Working together, we have been able to address safety issues affecting our “quality of life” that each of us endears.

I also would like to thank the many Town officials and departments for their strong commitment in working together for Westford. Each is an integral part of this community. The Town has experienced tremendous growth over the past several years, and continues to grow rapidly. By working together, with limited resources available, we have been meeting these new demands while spending dollars wisely.

The Westford Police Department has formed many law enforcement partnerships to meet the needs of the community. These include federal, state and regional links. Both the federal and state governments have provided numerous grants to enhance police services, by supporting community policing efforts. On a regional basis, the department belongs to the North Eastern Massachusetts Law Enforcement Council, otherwise known as “NEMLEC,” comprised of thirty neighboring communities pooling manpower available to member communities in case of emergencies, such as a Regional Response Team of over one hundred officers. These types of resources could not be provided on a local basis as they would be cost-prohibited.

In August 2001, the Police Department, upon approval of the Board of Selectmen, issued an updated Policies and Procedures manual, meeting today’s standards for delivering police services, and also ensuring these standards will be upheld well into the future. These policies and procedures became effective in October, after department personnel were trained and tested on the manual. This manual was prepared as a capstone project in the Policy and Strategy course for the Master of Arts in Criminal Justice program at Anna Maria College, Westford, Massachusetts campus.

I would like to thank my fellow classmates and department members who participated in this process and were instrumental in assisting me in completing this task. In addition, I would like to acknowledge Attorneys John M. Collins and Beth A. Heath of the law firm Collins and Weinberg of Shrewsbury, Massachusetts, who provided research and legal updating for this manual. Attorney Collins is the General Counsel for the Massachusetts Chiefs of Police Association, and its private, non-profit charitable research and training affiliate, the Municipal Police Institute, Inc.

I would also like to acknowledge Donna Taylor Mooers, Executive Director of the Massachusetts Police Accreditation Commission and numerous officers of the Police Accreditation Council Compliance Guide Committee (MASSPAC), as this manual complies with current standards established by the Massachusetts Police Accreditation Commission. The Westford Police Department is currently in the process of becoming one of the first MASSPAC accredited departments in the state: there are only three to date.

We are pleased to announce that in November 2001, the Westford Police Department received the AAA Merrimack Valley “Superior Achievement Award” for outstanding efforts to promote safety within the community.

Together, with my Deputy Chief, Thomas M. McEnaney, we thank the community for its continued support and partnership with the police department. Together in 2001, although experiencing a 3% increase in service related calls and other matters, we have realized a **14% reduction in major crime** over the year 2000. As a team, we will continue to make Westford a model community for others to follow.

Respectfully submitted,

Robert M. Welch, Jr., Chief of Police  
Thomas M. McEnaney, Deputy Chief

WESTFORD POLICE DEPARTMENT

Sworn Officers.....	40
Male.....	36
Female.....	4
Auxiliary Officers.....	19
Male.....	13
Female.....	6
Civilian Personnel.....	11
Department Budget .....	\$3,281,787
Marked cruisers.....	8
Boat.....	1
K-9.....	1
Bicycles.....	2
Calls For Service.....	9961
911 Calls.....	906



**WESTFORD POLICE DEPARTMENT ROSTER**

**CHIEF OF POLICE**

Robert M. Welch, Jr.

**DEPUTY CHIEF**

Thomas M. McEnaney

**CAPTAIN**

Edward A. Cossette

**LIEUTENANTS**

Edward P. Rochon, Jr. - Administration

Joseph J. Roy - Operations

Joseph A. Shields – Special Services

**PATROL SERGEANTS**

Hervey P. Cote  
Michael B. Mayer  
Victor F. Neal, Jr.  
Stephen F. Timothy

Ronald L. Paulauskas  
Donald H. Pick  
Michael C. Perron

**PATROL OFFICERS**

Mark Chambers  
Michael Croteau  
Julie Driscoll  
William Duggan  
Joseph Eracelo  
Joel Gagne  
George Higgins  
Michael Jelley  
Steven Keins  
Cynthia Labbe  
David Welch

Kristin Leary  
William Luppold  
James McCusker  
Mary Ann McShea  
Daniel O'Donnell, Jr  
Scott Peloquin  
Michael Perciballi  
Marc Proia  
Michael Saunders  
Joseph Walker

**SPECIAL SERVICES**

Det. Sgt. Walter Shea  
Det. David Connell  
Det. John Caron  
Raymond Peachey-Community Service Officer

Det. Kenneth Delaney  
Det. Megan Guthrie  
Det. Dennis Rogers



AUXILIARY OFFICERS

Kathy Arguelles  
Nicholas Brancato  
Nicole Caruso  
Gordon Clark  
Mike Harrington  
Jon-Allen Haslam  
Amy Landry  
Byron Lane  
Michelle Wright

James Moriarty  
Daniele Paganelli  
Gary Perin  
Marie Raffaello  
Christopher Ricard  
Steve Romard  
Stephen Sciuto  
Timothy Whitcomb

TRAFFIC SUPERVISORS

Barbara Buchanan  
Sheila Curley

Mary Hill  
Lorraine Priest

TELECOMMUNICATORS

Sharon Aaron  
Nicole Caruso  
Jon Allen Haslam  
Michelle Wright

Amy Landry  
Byron Lane  
Timothy Whitcomb

OFFICE PERSONNEL

Jo Cobleigh  
Jean Guthrie

Donna McCafferty  
Linda Zarzatian

CUSTODIAL  
Mary Sawyer  
Christopher Luck

## **ADMINISTRATIVE DIVISION**

Commanding Officer: Lt. Edward P. Rochon Jr.

The administration division of the Department covers various topics such as building maintenance, grant administration, records, computers, equipment, training, community relations as well as internal affairs.

If anyone comes in contact with the Westford Police Department and is not satisfied with any response they are welcome to speak with the Shift Commander on duty who often is able to resolve any misunderstandings or minor indiscretion. Whether it is receiving wrong information, any possible rudeness or the citizen is not satisfied with the way a particular call was handled the Shift Commander often will be able to resolve the situation or correct any misunderstandings. Should there be a serious mistrust or a situation that causes distress or major concern to an individual brought on by an officer or member of this department, he or she may request a complaint form from the Shift Commander who will sign along with the wronged person and shall make a copy for that person. The complaint will then be forwarded to Professional Standards to look into the matter.

The D.A.R.E. program is comprised of a full and part time officers who are committed to the children of Westford in educating them in various topics that they may encounter in their formative years. The program has been a huge success and currently there is a curriculum in place at three middle schools. Along with D.A.R.E. we have a Community Services Officer who interacts with the community in various groups and acts also as a liaison with traffic and school problems that may arise. This officer also is committed to various state and federal agencies of who offer various assistance to this department such as state or federal aid in purchases such as bicycle helmets and car seats. Our Community Services Officer, Raymond Peachey, also is available to assist and teach the proper way for child safety seat installation to insure the proper use of the seat for your child. Should any member of the community need Officer Peachey's assistance in this please feel free to contact him at the Westford Police Department. He also works closely with the Governors Highway Safety Bureau and this department has receive various recognition for our work and traffic safety within out community.

Part of an officer's work involves the use of various equipment that is issued and maintained by the department. It is imperative that the department maintains this equipment in excellent working order such as, cruisers, firearms, radio communications, computers and other pieces of equipment that an officer depends on. Recently the department was able to purchase and install laptop mobile data terminals in each marked cruiser. This enables the officer to instantly obtain access to various pieces of information such as vehicle operator and owner information and driver history as well as warrant checks. This has been able to tremendously help in officer safety by bringing the information directly and instantly to the officer on patrol.



## *Police Department*

Administration is also responsible for the writing and tracking of grants obtained by the department. The department has been successful in obtaining a variety of grants through state and federal agencies. Some of these grants have allowed the Chief of Police to augment his department which in turn has helped increase assistance and safety to the community which of course is the departments main concern. We also have been able to update equipment for the officers, such as most recently bulletproof vests.

Training is a major part of any police department. Any officer's key piece of equipment is the information he has. An officer must be knowledgeable in a wide variety of information and a lot of this comes through training. It is imperative for both the safety of the officer and the community that we do the best we can in keeping officers updated in various forms of training. Officers are trained and required to qualified in various department firearms at least twice yearly. The department is fortunate to have qualified individuals trained and certified to train our own officers in various firearms and defensive tactics which assist in the safety of our officers and the community.

All full time officers receive at a minimum 40 hours of in service training each year. They are kept abreast of any recent changes or case law in criminal or motor vehicle law that may arise. CPR and First Responder are also kept updated. Special training is provided for any various special position an officer may be assigned to cover. Some are Domestic Violence officer, Firearms and Defense Tactics officers, DARE, Community Services Officer. All detective receive specialized training in various topics such as crime scene investigations, photography, latent fingerprints, drug investigations, surveillance techniques, and investigative skills.

School Resource Officers have received special national training and attended seminars to keep them abreast of information in their field. Training has been provided for supervisors such as newly appointed Sergeants in breath test operation, suicide prevention and classes that assist them in the supervision of officers on the road. The department is fortunate to have a highly trained department. There is no substitute for constant training as information changes constantly in law enforcement.

This department has sent and sponsored four officers to a full-time police recruit academy and will be sponsoring more in 2002. We are always looking for ways to better the police department so as to serve the community better and more intelligently. The department takes pride in having well trained and highly educated members of the department to serve its community.



## **SPECIAL SERVICES DIVISION**

Commanding Officer: Joseph A. Shields

From January 1, 2001 through December 31, 2001 the special services division received 206 cases to follow up. This caseload does not include numerous cases that were carried over from 2000. The special services division made 20 arrests and obtained 40 complaints and or warrants as a result of follow up investigation. The special services division executed seven search warrants for white-collar crimes, larcenies, sex offenses and narcotics violations. Detectives were called into work 33 times to respond to criminal investigations and process crime scenes.

The above case load does not take into account the numerous cases that are still active, are pending a response from the District Attorney's Office, or awaiting laboratory results from the Mass. State Police Crime lab or lab results from the Food and Drug Administration. The same perpetrators committed many of these 206 crimes such as breaking and enterings and larcenies.

During 2001, there were two armed robberies. The first armed robbery was committed on February 11, 2001. A white male walked into the Towne Convenience Store at approximately 7:00pm, pointed a handgun at the female clerk and demanded the money. The suspect pointed the firearm directly at the clerk. He fled with the stolen money.

On February 12, 2001 a bank was robbed at gunpoint in the Town of Tyngsboro. This robbery suspect and his vehicle were identical to the Westford robbery. Det./Lt. Joseph A. Shields, Det./Sgt. Walter R. Shea and Detective Dennis Rogers responded to Tyngsboro. After a brief search of the area, Lt. Shields and Det. Rogers located the suspect inside the Pheasant Lane Mall in Nashua, NH. Lt. Shields and Det. Rogers apprehended this suspect without incident and turned him over to Nashua Police where he was arrested as a fugitive from justice. The suspect was still in possession of the gun and money stolen from the bank. Sgt. Shea and Lt. Shields subsequently interviewed the suspect. The suspect confessed to the Westford and Tyngsboro robberies. He is currently serving a prison sentence.

The second armed robbery occurred on July 14, 2001, a black male walked into the Lowell Five-Cent Savings bank at approximately 10:45am and handed the female teller a demand note which indicated he had a gun. The subject fled with the money. Detectives had very few clues but were able to identify the robbery suspect after eleven days of investigation. A warrant was obtained for this subject who eventually fled to Florida. The suspect returned to the area and was arrested by Nashua PD detectives. This subject is in jail awaiting trial for the armed robbery of the Lowell Five-Cent Savings Bank.

This case was particular gratifying due to the nature of the crime, and the time and effort that went into it. This case required the resources of literally dozens of police officers. Detectives in our division as well as assistance from numerous Nashua, NH detectives, Hudson, NH detectives, and the Andover Police Department.

Another case that should be noted occurred on August 17, 2001. Westford Police responded to the area of Stony Brook Rd. after receiving a call concerning two suspicious males. Upon arrival, Officers attempted to stop the vehicle the two suspicious males were operating. After a brief chase, Officer Jelley apprehended one suspect. The second suspect escaped. It was quickly determined that the two subjects were just involved in two house breaks.

Det. Kenneth Delaney arrested the second suspect on August 20, 2001. As a result of the special services division's investigation, we recovered stolen property from housebreaks dating back to June 2001.

The number of house breaks investigated by detectives, spiked from an average of 2, to 11 house breaks during the month of August, and the number of larcenies followed up by detectives, spiked from an average of 4, to 10 during the month of August. After the arrest of these two individuals, the number of house breaks and larcenies returned to comparable numbers of those preceding the month of August.

If not for the quick response of patrol and the investigative efforts of the special services division, there is no doubt we would have continued experiencing numerous house breaks and larcenies.

On a sad note, The Westford Police Dept. lost it's Canine, Sam. Sam was euthanized on June 7, 2001 due to complications from cancer.

The Westford Police Dept. obtained a new Canine named Fax on August 28, 2001. Fax is an Eastern German Shepherd. Detective David Connell is Fax's handler. Det. Connell and Fax are patrol trained for tracking human scent and articles, conducting building and area searches, and handler and officer safety. It is anticipated that Det. Connell and Fax will receive 10 weeks of narcotics training in the spring of 2002.

TYPE OF INVESTIGATION	NUMBER OF CASES	ARRESTS	COMP./WAR.
BREAKING AND ENTERING	33	5	1
ROBBERIES	2	0	2
LARCENIES	60	3	16
CHILD ABUSE/NEGLECT	2	0	0
SEX OFFENSES	13	0	0
NARCOTICS INVEST.	25	8	8
ASSAULTS	8	0	7
SUICIDES/ATTEMPTS	2		1
DEATH INVESTIGATIONS	6		
OTHER INVEST./MISC.	55	4	4
<b>TOTAL INVESTIGATIONS</b>	<b>206</b>	<b>20</b>	<b>40</b>
<b>TOTAL # OF CALL OUTS</b>	<b>33</b>		
<b>SEARCH WARRANTS</b>	<b>7</b>		



## **OPERATIONS DIVISION**

Commanding Officer: Joseph J. Roy

During the year 2001, the Patrol Division responded to over 9000 calls for service. This included but was not limited to over 500 traffic crashes: one of these was a fatality.

Traffic enforcement generated over 3000 traffic citations for motor vehicle violations, 2100 of which were issued for speeding violations. Fines totaling in excess of \$120,000 were assessed for various offenses ranging from speeding to unregistered and uninsured motor vehicles.

A total of 153 individuals were arrested during 2001:

- 149 were adults and 4 were juveniles.
- 126 were males and 27 were females.
- 77 individuals were arrested for motor vehicle violations, which includes drunk driving and operating with suspended drivers' license.
- 29 individuals were arrested for domestic violence related incidents.
- 29 individuals were arrested on outstanding warrants.
- 21 individuals were arrested for other crimes such as drug law violations, burglary and disorderly conduct.
- 28 individuals were taken into protective custody, 3 of who were females.

In addition to traffic crashes, medical calls, domestic disputes, larcenies and destruction of property, significantly contributed to the years total calls for service. Alarm calls, both business and residential, and misdial calls placed to the 9-1-1 system continue to require a significant amount of time and attention.

Unfortunately, during the year, one officer was injured on duty and remains on injured leave at this time, leaving the Department short an officer until he can return to duty.

During the year 2001, four different officers participated in the bicycle patrol program. This continues to be very popular and well received in the business and residential community. In addition to the obvious wellness benefits, it continues to enhance the community-policing concept.

The four school crossing guards at the elementary schools, continue to demonstrate their value and effectiveness, as to date, not one pedestrian or motor vehicle car crash has occurred at any of the schools while they have been on duty.

The department's auxiliary force comprised of young men and women aspiring to gain experience and exposure to law enforcement continue to make a significant contribution to the department at no cost to the Town. Their assistance at numerous events during the year augments the patrol force. Their help cannot be overstated.



**WESTFORD POLICE DEPARTMENT 2001**  
Statistics

<b>Arrests</b>	149	Domestic	109
Arrest Juvenile	4	Drugs-Other	13
Protective Custody	28	Drugs-Possession	26
Restraining Order Violations	12	Firearm Violation-Discharge	24
		Firearm Violation-Possession	2
Accident MV-Fatal	1	Fire-Alarm	246
Accident MV-Injury	68	Fire-Building	38
Accident MV-No Injury	597	Fire-MV	28
Accident-Industrial	6	Fire-Other	137
Accident-Other	145	Fireworks Violation	15
Accident-Recreation Vehicle	2	First Responder	33
Alarm	1250	Forgery	3
Ambulance	942	Fraud	5
Animal Bite	8	Funeral Escort	13
Animal Cruelty	5	General Services	663
Animal Stray	82	Harassment	15
Animal/MV Collision	25	Health Hazard	22
Animal-Vicious	4	Indecent Exposure	2
Assault-Firearm	1	Injury to Property-Private	219
Assault-Knife	1	Injury to Property-Public	23
Assault-Physical	30	Investigation	6
Assault-Felony	1	Larceny	169
Assault-Simple	10	Larceny Attempt	6
Assist Motorist	6	Larceny by Check	11
Bank Escort	2	Larceny by Credit Card	13
B&E Attempt	7	Larceny from MV	29
B&E Forced	30	Larceny MV-Auto	6
B&E Unlawful Entry	5	Larceny MV-Truck	2
Bench Warrant	1	Larceny MV-Other	1
Bomb Threat	2	Liquor-Possession	4
Building Found Open	160	Liquor-Sale Minor	1
Bylaw Violation-Cars	70	Lock Out	399
Bylaw Violation-Dogs	26	Lost Child	5
Bylaw Violation-Other	28	Message Delivery	28
Child Abuse	2	Missing Person	22
Child Molesting	1	Mutual Aid	99
Child Neglect	4	MV Abandoned	12
Commitments	10	MV Citations	3206
Counterfeiting	3	MV Disabled	477
Disorderly Conduct	2	MV Violations	469
Disturbances	408	Officer Wanted	5
Disturbing the Peace	2	Order Served	40

Property Found	100	Suicide Attempt	11
Property Lost	42	Summons Served	151
Property Recovered	20	Surveillance MV	35
Property Insecure	3	Surveillance Person	37
Prowler	7	Suspicious MV	272
Rape-Forced	1	Suspicious Person	157
Receiving Stolen Property	2	Telephone 911 Hang Up	496
Record Check	5	Telephone 911 Non Emergency	278
Removal Animal	110	Telephone 911 Other	132
Repossession	3	Telephone Harassment	33
Robbery-Firearm	1	Telephone Obscenity	2
Robbery-Weapon	1	Threatening	44
Rubbish Disposal	17	Traffic Control	2
Runaway	3	Traffic Hazard	252
Safety Hazard	155	Transportation	37
Security Check	61	Trespassing	25
Sex Offense-Other	5	Truancy	2
Shoplifting	2	Vicious Animal	4
Sudden Death	5	VIN Check	18
Suicide	1		

# NASHOBA VALLEY TECHNICAL HIGH SCHOOL

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## SCHOOL DATA

Type: Public, regional, four-year vocational technical high school

Accreditation : New England Association of Schools and Colleges.  
College Board Code Number : 222-333

Faculty : 63 certified teachers      Pupil Teacher Ratio : 10:1

Calendar Three twelve-week trimesters. Eight 45-minute periods, five days per week.  
The school schedule alternates one week of academic classes with a week in a vocational-technical program for grades ten through twelve.

Student Enrollment: As of October 1, 2001

Chelmsford	103
Groton	46
Littleton	18
Pepperell	121
Shirley	36
Townsend	100
Westford	51
Ayer	27
School Choice	54
<b>Total Enrollment</b>	<b>556</b>

**Nashoba Valley  
Technical School  
District  
is  
MCAS INTENSIVE**

## Vocational-Technical Programs

Auto Body Repair	Graphic Communications
Automotive Technology	Horticulture/Landscape Design
Banking, Marketing & Retail	Hotel/Restaurant Management
Construction/Cabinet Making	Machine Tool Technology
Culinary Arts	Medical Occupations
Computer Aided Drafting/Design	Metal Fabrications
Dental Assistant	Office Technology/Telecommunications
Early Childhood Education	Painting & Decorating/Interior Design
Electrical Technology	Plumbing/Heating
Electronics/Robotics	Pre-Engineering



## **MCAS INTENSIVE PROGRAMS**

Nashoba has had an **MCAS Summer Program** for the last three years for incoming students and current students free of charge.

- **MCAS Academies** in English and Math are provided for Freshmen and Sophomores during the school day.
- **Academic Success Center** is an after school for ninth through eleventh grade students focusing on individualized assistance in areas of weakness.
- **Individual Student Success Plan** assigns students with a mentor who will identify areas of weakness and work with Academy Teachers, Success Center Tutors, and the student's regular academic teachers to help the student improve on these targeted areas.
- **Eleventh Grade Academies** allows any student needing to retake the test the opportunity to attend English and Math Academy.

## **SPECIAL ACADEMIC PROGRAMS**

College preparatory courses are available in all core subjects

Foreign language is offered all four years for interested students.

Juniors who are eligible may elect to enter the Dual Enrollment Program and take their junior and senior year at a community or state college facility in Massachusetts or New Hampshire. Upon completion, they receive their high school diploma from Nashoba and one or two years of credit from the college.

## **STUDENT ACTIVITIES**

Nashoba sponsors an extensive program in intra-scholastic sports including varsity teams in ten sports with equal opportunities for male and female students. Other activities include Student Council, National Honor Society, Yearbook, Students Against Destructive Decisions, Skills USA, Student Leadership, peer mediation, and many special interest clubs. Nashoba sports programs have **no user fees**.

## **Continuing & Community Education**

Approximately fifteen hundred adults attend this evenings run program a school year.

## **The Kids Career Exploration Program**

A free program for four afternoons from 3-6 PM offering students in grades five, six, and seven an opportunity to explore career opportunities. Programs are subject to change from year to year.

## **Summer Programs**

Nashoba Valleys Allstars Summer Program is offered to 5th, 6th, and 7th graders in the area. Students enjoy outdoor adventures, sports programs, computer applications & graphics, and academic enrichment.

SCHOOL COMMITTEE

Peter Bagni	Chelmsford	Garry Ricard	Pepperell
Robert Joyce	Chelmsford	Jerrilyn Bozicas	Pepperell
Samuel Poulten - secretary	Chelmsford	Al Buckley	Pepperell
Deborah D'Agostino	Groton	Dolores Guercio	Shirley
Augustine Kish	Littleton	Anne Geary-Roche	Shirley
Hajo Koester	Westford	Alternates	
Barbara Sherritt	Townsend	Ralph Hulslander	Chelmsford
Irene Machemer - Chairman	Townsend	Joy Dalrymple	Pepperell
Joan O'Brien – Vice Chairman	Westford		
		* Div VIII Liaison:	S. Poulten

ADMINISTRATION

Judith L. Klimkiewicz	Superintendent
Victor Kiloski	Assistant Superintendent/Principal
Kent Forty	Assistant Principal
Charla Boles	Director of Pupil Personnel
Carol Hiedenrich	Director of Technology
Charry Burgess	Director of Curriculum
Nicholas DeSimone	Dean of Students
George Kalarites	Facilities Manager

100 Littleton Road, Westford 01886  
978-692-4711 FAX 978-392-0570



## PERMANENT SCHOOL BUILDING COMMITTEE

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The committee was sad to see longtime member Robert McCusker and former Secretary/Treasurer Teresa Herrick resign from the committee in 2001 but was pleased to have Karen Cavanagh and Steve Goodwin join the committee.

### **WESTFORD ACADEMY**

On January 7, 2001 an open house was held at Westford Academy to celebrate the completion of the school construction project that doubled the size of the school and also renovated the existing facility. The event was well-attended by the community and included tours of the school, performances by student musicians, refreshments, and a dedication ceremony in the new auditorium led by Chairman Kenneth Morgan.

Suffolk Construction completed all punchlist items in August and the final payment was made to them on August 30, 2001. In the fall, the irrigation system was installed for the athletic fields located near Robinson School. Installation of the networking infrastructure and the purchase of additional furnishings, fixtures, and equipment continued throughout the year.

### **NABNASSET**

At Nabnasset School the last few outstanding items were completed: installation of gutters and downspouts, improvements to the drainage system, repairs to the athletic fields, and the addition of acoustic panels in the cafeteria. The cost of field repairs and drainage improvements were greatly reduced due to work that was contributed by Robert Hicks at no cost as part of an agreement with the Planning Board.

On October 25, 2001 the Permanent School Building Committee (PSBC) voted to return Nabnasset School to the care, custody, and control of the School Committee, formally bringing the school addition and renovation project to a close.

### **NEW ELEMENTARY SCHOOLS**

In January, the elementary school bids for general contractor were rejected because they were over budget. The PSBC and its architect, Drummey Rosane Anderson (DRA), identified value-engineering revisions estimated at \$2.3 million that would not impact the educational quality of the schools and redesigned the schools to include these. In an effort to increase competition and obtain lower bids, the projects were re-bid as two separate projects in the spring. The new bids of \$14,453,967 for Greystone and \$13,492,000 for the Crisafulli School, although more than \$600,000 less than the original bids, were still above budget. Therefore, a supplemental appropriation of \$2.1 million was requested and approved at Annual Town Meeting on May 5, 2001.

Construction began in June by P.J. Stella Construction of Wakefield, Massachusetts, low bidder for both elementary schools. Groundbreaking ceremonies were held at the Crisafulli School and the Greystone site on July 19, 2001. Jeff DiBiaso, Clerk of the Works for the Westford Academy construction, returned to work on the Greystone project. John Volkert was hired as Clerk of the Works for the Crisafulli School and Bob Cicio was hired for the middle school. In



## *Permanent School Building Committee*

October Mr. DiBiaso left the Greystone project for medical reasons and Bob Cicio stepped in to oversee Greystone as well as early site work at the middle school throughout the fall.

At year's end, construction was estimated to be 40% complete for the Crisafulli School and 35% complete for the Greystone project.

### **MIDDLE SCHOOL AT STONY BROOK CENTER**

As the PSBC's representatives, Bob Smith and Kirk Ware met regularly with the Stony Brook Master Plan Committee (SBMPC) throughout the year to help develop plans for the use of the Stony Brook parcel. The Cecil Group prepared the Environmental Impact Report for the entire site and the site was surveyed by GEOD, both of which were funded by the PSBC.

The School Committee approved the educational specifications for the middle school on February 12, 2001. During the design phase, DRA included value-engineering ideas gleaned from the elementary schools whenever possible to help keep costs down. DRA submitted all required materials to School Building Assistance (SBA) at the Department of Education on June 1, 2001, which were approved by SBA on June 18, 2001.

In conjunction with the SBMPC, it was agreed that the recreation fields and infrastructure of the entire parcel would be constructed and funded by the PSBC. This increased the cost of the project, so a supplemental appropriation of \$1.9 million was sought and approved at Special Town Meeting on November 13, 2001. Thanks to an agreement between the Planning Board and contractor Edward Traywick, early site work began in the fall at no cost, which saved the Town about \$600,000. Due to the site's close proximity to a water protection zone, the PSBC hired Pine and Swallow, specialists in the installation of athletic fields in environmentally-sensitive areas, as consultants for the Stony Brook fields.

General contractor bids were opened on December 20, 2001 with Peabody Construction Corporation the apparent low bidder at \$22,411,590.

Respectfully submitted,

Permanent School Building Committee

Kenneth Morgan, Chair

Robert Smith, Vice Chair

Steven Brierley, Secretary/Treasurer

Karen Cavanagh

Thomas Ellis

Steve Goodwin

Angela Harkness

Robert Jefferies

Mike Mulligan

George Murray

Kirk Ware

Victor Weisenbloom

**Clerk of the Works:** Bob Cicio, Elementary School, Greystone site and Middle School at  
Stony Brook Center  
John Volkert, Crisafulli School

**Assistant to the Committee:** Jenny Golay

## WESTFORD PUBLIC SCHOOLS

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During the 2000-2001 school year, the Westford Public Schools continued to experience the rapid growth in student population that has characterized the town over the past several years. The October 1, 2001 enrollment totaled 4706 students with 1229 in the primary grades K-2, 1173 in the elementary grades 3-5, 1082 in the middle school grades 6-8 and 1222 in the high school grades 9-12. This represents an increase of 582 students over the last three years with a corresponding increase in faculty and staff. The school system continues to support the work of the Permanent School Building Committee as it guides the construction of two elementary schools and a middle school to accommodate this rapid growth.

High student achievement must be the primary purpose of school districts and I am pleased to include in this Annual Report, evidence of continued strong achievement by Westford students. SAT1: Reasoning results show that Westford students scored an average of 574 in mathematics and 556 in verbal. Both scores are five-year highs and reflect a continual increase in student performance over the last five years. A large percent of our students continue to participate in this assessment program. Strong participation and scores on the SAT2: Subject Tests were found in English Writing (607), Math Level 1 (608) and Math Level 2 (680); all with average scores above 600. Strong performances were also observed in English Literature (621) and Physics (620). One hundred and seventy-three (173) students took advanced placement exams and 48% of their scores qualified for college credit. The strongest performances were recorded in advanced placement Calculus AB, English Literature Comprehension, and Physics. Over ninety-four percent (94%) of Westford students in the class of 2001, planned to continue their education at either a two or four-year college. The Boston Globe ranked MCAS performance of school districts based on combined scaled scores in English, mathematics and science for grades 4, 8, and 10, as well as 8<sup>th</sup> grade history. This past year, Westford ranked tenth out of approximately 350 school districts. Particularly strong student achievement was exhibited in third grade reading (87%), elementary language arts (88%), middle school English (95%), middle school mathematics (96%), and tenth grade mathematics (92%), as measured by school percentile.

The school district seeks continued strengthening of the academic program and higher student achievement by embedding all state framework requirements within a stronger and richer Westford Public School curriculum. Teams of teachers are working to produce a final Westford curriculum that will insure an internal and external alignment of student learning outcomes in all core curriculum areas K-12. Teachers are currently receiving professional development to guide and support the successful implementation of new elementary mathematics and science programs, adopted last year.

School system progress toward excellence continues to be guided by the five-year educational goal in the Westford Blueprint (March 2001). That goal is to provide a challenging and engaging curriculum that raises the achievement level of all students and enables them to meet or exceed the Massachusetts statewide learning standards and the achievement expectations of the MCAS.



Specific educational goals for the 2001-02 school year include the following:

- Provide curriculum and instruction aligned with the Massachusetts Curriculum Frameworks.
- Integrate information, research, thinking and communication skills throughout the curriculum.
- Develop and implement a new long-range technology plan.
- Provide professional development programs for teachers to improve knowledge of curriculum content and positively impact student achievement.
- Provide professional development programs for staff on analyzing the Massachusetts Curriculum Standards to reduce the gap between framework standards and student achievement.
- Provide transportation to students not living within a safe walking distance and special education students whose educational plan requires alternative transportation, by using a three-tier bus service.
- Communicate school health issues, certify coaches and physical education staff in CPR and first aid and ensure that facilities, grounds and playgrounds are frequently inspected for safety.
- Expand guidance services to more fully meet the individual needs of students.
- Provide services to meet the complex needs of a growing student population, while also meeting all regulatory requirements.
- Provide a variety of support services to meet the diverse needs of students within a classroom.
- Involve more students in after school activities at no cost to the student.
- Expand community and business involvement to enhance curriculum and broaden learning experiences.
- Develop new strategies to provide factual information about the status, needs and goals of the system to the community.
- Expand access to learning, enrichment opportunities and use of facilities to students, citizens and businesses.
- Provide sufficient classrooms to meet enrollment growth, lower overhead operating costs through conservation and efficiency measures, provide facilities for student and community sponsored activities and provide full handicap accessibility to all students, staff and community members.
- Review and evaluate instructional and administrative facilities and make recommendations for maintenance, capital improvements, and construction improvements in the Town wide Capital Plan.
- Continue to pursue cost reduction measures in overall school operations and provide the public with valid, reliable metrics on the operational costs of schools.



In order to facilitate continued school system improvement, the Superintendent of Schools pledged to collect information and recommendations from town constituents on the status of the public schools. In particular, he promised the following:

- To develop an understanding of the short and long term challenges facing the school system.
- To understand the processes historically used by the school system to make key decisions and accomplish tasks and to establish norms for future processes.
- To gain knowledge of the strengths and weaknesses of the school system.
- To identify and prioritize tasks to be accomplished and develop a plan for completing these tasks.
- To use the data results to develop a report for the school committee including recommendations to serve as a catalyst for community and school system reflection and dialogue about educational values, goals and priorities.

Results from interviews with community constituents and a recently distributed town survey will form the foundation for the development of the superintendent's vision and plan for the Westford Public Schools. This report will be presented to the school committee and will include specific recommendations for school system improvement. A series of forums will be planned with school personnel and interested citizens to generate dialogue around proposed directions.

Expanded student enrollment and corresponding staff increases, increased costs of state mandated programs and requirements, and the occasional cancellation of state education grants, all serve to place increased financial pressures on school systems. The school administration wishes to thank the joint efforts of the Westford community, the School Committee, the Board of Selectmen and the Finance Committee for their continued commitment to the children of Westford. This support is absolutely essential to our ability to effectively educate the next generation of Westford citizens. Thank you!

Respectfully submitted,

School Committee

Sharon Boonstra, Chair  
Sandy Kelly  
Karen Mario-Young  
Tim Martin, Vice Chair  
Michael Mulligan  
Margaret Murray  
Janet Tortora

Stephen C. Foster, Superintendent of Schools

## OFFICE OF CURRICULUM

The Office of Curriculum provides a coordinated approach to curriculum and instruction to all students in the Westford Public Schools. The district's curriculum, which continues to align itself with the Massachusetts Curriculum Frameworks' expectations, provides a solid basis for student learning. As educators in Westford, we use the frameworks as a foundation to build a rich and challenging program for all students that extends beyond the state's mandates. This, coupled with the beliefs of the Westford community, guides the schools' instructional practices for all its students. Curriculum supervision based on best practices and current research, and professional development for staff continues to be our primary focus.

In an effort to provide an exemplary education for all students, the curriculum and instructional practices of the schools are continually under review. As a result of the revisions, we published a Curriculum Handbook K-12 in September that illustrates how the Westford curriculum aligns to the state's curriculum framework documents. This document is available in hard copy in all of the schools, at the public library and on the school's website.

As we continue to examine our current curriculum and grow as a district, we implement programs that improve instruction. In English/Language Arts, a new anthology was piloted in the 9<sup>th</sup> and 10<sup>th</sup> grade classes. In addition, writing handbooks were adopted at the 11<sup>th</sup> grade level. A new textbook was adopted in World History at 10<sup>th</sup> grade to meet the needs of our honors level students. Extensive professional development occurred in all grade levels K-5, as we implement a standards based program in mathematics. This new curriculum focuses on mathematical reasoning, problem-solving, and practical applications.

Curriculum Task Committees continue to be valuable vehicles for examining current practices and make important recommendations for the future. Groups of educators study curricular implications in The Arts, English/Language Arts, Foreign Language, Health and Wellness, History and Social Science, Mathematics, and Science and Technology. The Professional Development Task Committee that furnishes opportunities for meaningful professional growth supports these committees. To improve communication, this task committee now publishes a newsletter to inform all staff of upcoming professional development opportunities.

For the past several years, an important source of funding for technology-based curriculum activities has been the various Massachusetts Technology Challenge grants. These competitive grants have been awarded in response to innovative proposals written by the school system's technology specialists and classroom teachers. These grants, which totaled \$148,322 from five separate grants in FY 2002, were used to fund curriculum development, technology professional development, and equipment. The equipment funded by these grants comprised 58% of the total spent by the school system for instructional technology hardware and software.



## WESTFORD ACADEMY

### Year in Review

Westford Academy students and staff responded with their best efforts to the many challenges of the 2000-2001 school year. The most notable challenge was preparation for the high stakes Massachusetts Comprehensive Assessment System (MCAS) testing. For the Class of 2003, a passing grade in the English & Language Arts and Mathematics MCAS tests is now a requirement for graduation. The positive results recently received were a validation of the talent and dedication of our entire school community.

Also this past year, faculty and staff, central office personnel, police and fire departments, students and parents, all “stepped to the plate” and responded in a timely, thoughtful, professional, and cooperative manner, to a written threat of violence to the Westford Academy community.

While curriculum and program development are long term and continuous processes, one program in particular, our School-to-Career program, under the leadership of our Guidance Coordinator Mark Lucey, Guidance Counselor Wendy Pechacek, and Guidance Assistant Steve Demeranville, and with the financial support of the Westford Academy Board of Trustees, realized many gains in 2000-2001 which are highlighted below.

### **SCHOOL-TO-CAREERS PROGRAM ACCOMPLISHMENTS**

- 1) Purchased site license for bridges.com - Internet based career exploration program. Site can be accessed from any Internet based computer, and its availability was promoted to all faculty, students and parents through newsletters.

Used this program to:

- Teach self-assessment and portfolio development to all 280 freshman through their Intro. to Computer classes.
- Teach self-assessment and career research to all 260 juniors through their America and the World classes.

- 2) Career and College Resource Center –

- 3 computers with Internet access allow students to utilize bridges.com and collegeview.com in this area.
- Printer for use in resume development.
- Trained peer tutors who were available every period of the day to assist drop-in students with use of computer programs and other resources available including the Dictionary of Occupational Titles, Occupational Outlook Handbook, and college search handbooks.
- Job posting board for part-time and summer opportunities.



- 3) Job shadow program – Community Liaison arranges half or full day opportunities for students to explore careers of interest. 33 students took advantage of this program shadowing professionals ranging from engineers to architects to landscape designers.
- 4) Career Days and Field Trips – Several opportunities were available for students to participate in career days for fields including Women in Engineering, Medicine, Automotive Technology and Culinary Arts. Approximately 130 students were impacted by this part of the school to careers program.
- 5) Breakfast Colloquium – run by the Quest Program, this series allows students the chance to hear from professionals in fields of interest in an informal setting. Seven colloquiums were held in 2000-2001, with over 300 students participating.

**COMMUNITY SERVICE**

Our students continue to recognize their obligation to give back to the community. This past year our Community Service team utilized the talent, energy and enthusiasm of about 170 students and many adult volunteers to complete their Sixth Annual Spring Project, building a playground, repairing a stone wall, and enhancing the landscaping at Westford Academy. Westford Academy appreciates the continued support of the entire community of Westford in providing quality educational experiences for the children of Westford.

**MEMBERS OF THE SCHOOL COUNCIL:**

- William E. McGuirk, Principal
- Teachers
  - Edward Scollan
  - Elizabeth Elliott
  - Rose Pumo
- Parents
  - Laura Carrick                      Patricia Maestranzi
  - Lynn Cohen                        Liz Martin
- Students
  - Colin Cayer
  - Lindsey Price
- Community Members
  - Jack Burnham
  - Patti Mason
  - Denny Alden Wood
- School Committee Liaison
  - Lee England

## **25 YEARS OF SERVICE**

At the annual school staff recognition assembly, Social Studies teachers James Bogue and Edward Scollan were recognized for 25 years of service. Mr. Bogue and Mr. Scollan received a traditional Westford Academy Captain's chair for their years of dedicated service.

## **NATIONAL HONOR SOCIETY**

The annual Banquet and Induction Ceremony for the Tadmuck Chapter of National Honor Society at Westford Academy was held recently at the Westford Regency 90 new members were inducted into the Society by the advisor, Janet Bryant, and the outgoing officers, Abigail Hobday (President), Owen Scollan (VP), Lisa Brierley (Tres.), and Sara McGaha (Sec.). The new member from the Class of 2001 is: Anne McGonigle. The new members from the Class of 2002 are: Sarah Andresen, Joanna Bayer, Craig Boutin, Andrea Bradford, Diana Bradford, Kathryn Carpenter, Courtney Catalano, Meghan Cool, Jeff Faria, Coleen Ganley, Sarah Goodrich, Mark Gustin, Grant Landry, Lauren Lawlor, Meg Macumber, Laura Malone, Stephanie Niedzwiecki, Elizabeth Ricardelli, Erin Rice, Michael Roberts, Dan Rubin, Mary Kate Sparks, Alexandra Struzik, Courtney Sudak, Carolyn Vik, Nathan Wallace, Chatura Weliwitigoda and Angela Young. For the Class of 2003, the new members are: John Boonstra, Stephanie Bruno, Steven Cappadona, Dennis Cattel, Jason Claffey, Erin Creegan, Alex Cross, Julia Csikesz, Emily Dahl, Matthew Davies, Scott Demeranville, Sarah Desilets, Amish Dholakia, Drew Dicenzo, Dale Doherty, Colleen Donlan, Kate Ellis, Jenna Fales, Yvonne Flanders, Emily Fox, Adrienne Franceschi, Nick Garcia, Ester Gomez, Jessica Granata, Erika Hamalainen, Nicole Hunt, Emily Iodice, Eric Jonas, Ashley Kauffman, Eve Kellner, Sally Kintner, Matthew Korobkin, Kara Lawson, Joy Lee, Meaghan Linnell, Sheri Macpherson, Susan Malone, Sarah Martin, Esha Mathew, Jennifer Mathews, Maura McCarthy, Maureen McKeon, Melissa Mercurio, Eileen Morrison, Tara Nelson, Erin O'Leary, Andrew Piligian, Nisha Puntambekar, Kyle Regan, Bethany Rockney, Steve Sears, Stephen Simoglou, Jacquelyn Simoneau, Laura Stark, Kim Strazdas, Melissa Szamrej, Andrew Theriault, Caitlyn Trio, Allyson Watt, Timothy Woodward, and Michael Yantosca.

Junior Awards were presented to the four Junior members who best demonstrate the four qualities required for membership in NHS: Jennifer Austin (Scholarship), Diane Marinelli (Service), John Hayden (Leadership), and Jenna Perreault (Character).

## **WESTFORD ACADEMY STAFF APPRECIATION WEEK**

### **March 12 - 16, 2001**

On March 12<sup>th</sup>, staff members were greeted with a continental breakfast as a kick-off to Staff Appreciation Week sponsored by Westford Academy's Student Council and Parent Advisory Committee. Desserts were provided for faculty on Wednesday, March 14th. On Friday, March 16th, Everett Olsen and the Westford School Committee provided coffee, bagels and cream cheese, and danish.

Week long activities included: drawings for gifts donated by local organizations and businesses, and a catered luncheon on Friday, March 16th, served by parents.



Coordinators for the activities:

Student Council:	Breakfast - Monday, Tuesday, Thursday
Parents &	Desserts on Wednesday
WA School Store:	
Parents:	Friday / Staff Luncheon
	(Catered by Westford Academy's Nutrition Distribution Engineers)

The following parents contributed time, desserts, or served at the luncheon: Linda Avery, Jane Canty, Carol Morgan, Jeanne Janoch, Sandy Krenitsky, Patti Donahue, Marie Greene, Betty Duncan, Karen Abbey, Judy Zappala and Marybeth Frisch.

**Businesses that Donated Gifts:** Applebee's, Burger King, Agresti's, Old Westford Candy Shop, Floral Arts of Westford, Westford Christmas Shop, Card \$mart, Outlook at Nashoba Valley, American Video, Photo Finish, Kimball Farm Driving Range, Holly Hill Framing, Brookside Studios, Westford House of Pizza, Osco Drug, Li'l Peach, The Westford Regency, Domino's Pizza, Blossoms, KaBloom, Primrose Car Wash, Silhouette Hair Design, Mario's Restaurant and Sylvan Learning Center.

**WESTFORD ACADEMY TRUSTEES**

The Westford Academy Trustees continue to support scholarships and programming with their annual financial award of approximately eighty thousand dollars. This generous grant is distributed to graduating seniors (70K) and a gift to the school (10K) for book awards to graduating National Honor Society seniors, and School-to-Career software and site licenses, career print materials, career/college videos Breakfast Colloquium.

Officers of the Board of Trustees

- Rep. Geoff Hall, President
- Bette Ross Hook, Vice-President
- William J. Kavanagh, Treasurer
- H. James Kazeniak, Secretary
- H. Arnold Wilder, Auditor

**CLOSING COMMENT**

In summary, during the 2000-2001 academic year, Westford Academy students and staff continued to distinguish themselves through their achievements, their sense of community, and their strength of character. We extend our continuing thanks to all citizens of the Town of Westford for their continuing support.



## THE CEREMONY

PROCESSIONAL: *Pomp and Circumstance*.....Elgar

CLASS MARSHALS.....Reid Mangan, Jill Connell

NATIONAL ANTHEM ..... Played by Westford Academy Band and Alumni  
Blair Bettencourt, Director

WELCOME.....Andrew Day, President

PRINCIPAL'S REMARKS.....William McGuirk

HONOR SCHOLARS .....Patrick Chen, Brent Ferrin and Margaret McKeon

SPECIAL PRESENTATIONS.. .....Class Officers

Andrew Day, President

Patrick Mahoney, Vice President

Jessica Woodward, Secretary

Seth Berkowitz, Treasurer

CLASS SONG ..... "Long Time" by Boston

Performed by: Andrew Day, Matthew Beals, Lisa Brierley, Lauren Cantos, Daniel Frisch, Abigail Hobday, & Justin Schoonmaker

VALEDICTORIAN ADDRESS.....Aditya Rastogi

SALUTATORIAN ADDRESS.....Seth Berkowitz

## THE MOST WORTHY REPRESENTATIVES OF WESTFORD ACADEMY

### AND ACADEMIC EXCELLENCE AWARDS

Westford Board of Trustees - Mr. Geoff Hall, Presenter

CONGRATULATORY REMARKS.....Everett Olsen

ALMA MATER ..... Sung by KatieAnn Loth & Lisa Brierley

## PRESENTATION OF DIPLOMAS BY

Westford School Committee

Mrs. Sharon Boonstra

Mr. Lee England

Mrs. Margaret Murray

Mr. Timothy Martin

Mrs. Janet Tortora

Karen Mario-Young

Michael Mulligan

RECESSIONAL ..... Wagner

## RECEPTION FOR GRADUATES

Hosted by Class of 2003

Class Colors....Maroon & Gray

Class Flower....Rose

Public Schools: Westford Academy

2001 GRADUATES

Justin Louis Agraz	t	Jami Lee Deane	Daniel M. Kilpatrick	Ryan Patrick Queenan
t* Nicole Perry Anderson	*	Jacqueline Ann Demeranville	t Elizabeth Klevjer	Elizabeth Patricia Quinn
Steven Michael Andrews		Michael Christophe DeRosa	Matthew Paul Kodzis	t* Aditya Rastogi
Andrea Michelle Anselmetti	*	Jessalyn Rebecca Deveny	Kate Margaret Krywucki	t* Alexandra Helen Razgha
Lindsey Gail Arbutnot		John Samuel DeVries	Shane Garrett Landry	Erin Marie Reedy
John Joseph Arno		Scott David Doherty	t* Thomas B. Latronico	t* Lauren Marie Regan
t Leah Elizabeth Bagas	t	Kathryn Adele Donahue	Heather Ann Leary	t* Michael Edward Reny
t Laura Caitlin Baillio	t	James Gerald Donovan	Stephanie Marie Lehman	t* Erin Frances Rockney
t* Matthew George Beals	t*	Melissa Ann Donovan	t Jeremy Nathaniel Lerch	t DaVonne Jane Ross
Seth Robert Beaudreault	t	Ryan Paul Dromgoole	Christopher John Lerra	Amanda Marie Roy
Jenni Scharn Beaulieu	t	Ryan Patrick Duggan	Garrett Michael Logan	Benjamin David Roy
James Michael Beckwith	t	Allison Mary Elizabeth Durkin	t Michael John Lorden	Danielle Kathryn Roy
* Lauren Gilcrest Begen	t	Elizabeth Ann Ebitson	t* KatieAnn Loth	t Nathan Andrew Salemme
t Grace Katherine Bell	t*	Elizabeth Jean Ehasz	t Lisa Marie Lukiewski	t* Carly Marie Samaha
t* Emily Anne Benson		Lacey Jean Estabrook	t Stephen John Maestranzi	Susan Marie Scaffardi
Noelle Lorraine Berard	t	David Clayton Evans	t* Patrick Devon Mahoney	t* Erik Andreas Schmidtberg
t* Seth Joshua Berkowitz	t*	Brent Cecil Ferrin	t Christine Marie Mathis	Justin Lee Schoonmaker
Tyler Tatarian Berry		Jaime Elizabeth Ferry	t Sarah Caserta Mangel	t* Kara Melissa Schwartz
Jeremy Samuel Biron	t	Mark Robert Finn	* Sarah Elizabeth McArdle	t* Owen Michael Scollan
t Emily Jean Blake		Liam Patrick Flaherty	* Nila Marie McCann	t Tara Kelly Seavey
Kate Emma Blakey		Bradford Matthew Flint	* Mary Elizabeth McCormick	t Matthew David Shafer
Melissa Anne Bondeson	t	Andrew Philip Fortin	t* Sara Renee McGaha	* Lydia Ruth Shaw
t* Brian Daniel Boudreau		Bonnie Margaret Foster	t* Anne Kathleen McGonigle	Wesley Patrick Sliver
Lindsey Frances Boudreau	t	Sean Patrick Frazer	t Sean Edward McGuirk	Nicole Marie Smart
t* Ryan Joseph Boughan	t*	Cary Griffin Fridrich	t James Russell McKenna	Zachary Francis Sousa
* Lisa Christine Brierley		Daniel Robert Frisch	* Margaret Ann McKeon	t* Matthew Mark Souza
Jason McNair Brown		Brian Nicholas Gallardo	t Kristen Mary McNiff	Crystal St. Gelais
Emily Christin Buell	t	James Gregory Garcia	t Blair Katrine Meadows	Kimberly Elizabeth Stafford
Jonathan Errol Byrne		Peter S. Gemmellaro	Rachel Ann Melanson	* Paula Kathryn Stark
Brendan Michael Caffrey	t	Nathan Michael Gilbert	t Brian Joseph Menard	François Joseph Steenland-Gilbert
t Brandon Keenan Cannata		Kristina Ann Gleason	t* Diane Gail Michaelis	Christopher Robert Stocki
t Christina Elizabeth Cannellos		Sarah Emily Jane Gleason	Rebecca Charlotte Miller	Peter Jeyam Strutt
Mark Joseph Canin		Stacey Dawn Godfroy	Jill Ann Mooney	Nancy Ann Strykowski
* Lauren Sarah Cantos		Elizabeth Ashby Green	Jamie Lynne Morey	t Andrew Thomas Themeles
t Dennis Patrick Canty	t	Jessica Ann Guillemette	Melanie S. Morgan	Scott Robert Topjian
Anthony Lewis Capriccio		Kurtis Peter Haberman	Stephanie Anne Morrill	* Keith Patrick Trasko
Richard Paul Carpentier		Janet Ann Hajjar	Aaron Matthew Mortimer	t Janet Susan Turkovich
Michael Arthur Cashin	t	Ashley Lynne Hampson	t* Michael Benjamin Morton	t Ryan Michael Vigilant
t Virginia Elizabeth Castagno		Ryan Lynn Hand	Michael Thomas Moschetto	Maegan Leigh Vondal
t Krystle Lynne Caulfield	t*	Lauren Denise Hardegen	t Marina Moul	t* Casey Patricia Walsh
t Colin Armand Cayer		Matthew Charles Harvey	t* James Edward Murphy	t Danielle Molly Webber
t Steven Michael Celi	t	Anne Booth Hayward	Vijay K. Murthy	t Michael Edward Wedge
* Kimberly Yihfen Chen	t*	Cara Danielle Healey	* Robert Paul Musto	t Jonathan Robert Welch
t* Patrick Yungshun Chen		Leigh Ann Heath	t Christine Marie Myers	t Nicholas Bradford Werner
Mary Elizabeth Coen	*	Dana Paul Ely Henderson	t Gregory Morgan Neptune	t Kristen Margaret White
Ryan Fullford Connell	t*	Abigail Marsh Hobday	t* Jamie Lyn Nestor	Noah Benjamin Williams
t* Erin Jean Connelly	t	Rebecca Liza Hodson	Denise Kathleen Nicoletta	Timothy Wilson
t Christopher Connolly		Sarah Elizabeth Hoffsess	t* Craig William Olshan	Courtney Michelle Winkel
Francisco C. Contreras	t	Thomas Pius Huminski	t Robert Peter Oppen	t Nicole Sara Wisnowski
* Elizabeth Reilly Conway		William Charles Hurley	t Christopher Stephen Page	t* Nicole Ashley Wolf
Drew Alan Cornacchio		Domenic M. Iovino, Jr.	Cassandra E. Pappin	t* Ashley Wood
Renee Michelle Cote		Nichole Jefferson	* Svea Van Langenhoven Parent	t* Bryan Kenneth Woods
Jennifer Lee Cotè	t*	Blake Francis Johnson	t* Ashleigh Beth Parke	* Kimberly Ann Woods
t* Daniel Stephen Courcy		David William Jong	t Snehal Naresh Patel	t* Jessica Ann Woodward
Joshua Luis Cruz	t*	James Anthony Joyce	Brad Ross Patronick	Benjamin Lawrence Zimmer
* Amber Dorothea Cullen	t	Ryan Edward Joyce	Kate Elizabeth Patterson	t Shelley Ann Zimmerman
t* Evan Taylor Dana		Megan Elizabeth Kelley	t* Lauren Meredith Pearson	
* Amanda Irene Darnell	t*	Caitlin Marie Kelly	t Corey W. Peladeau	
t* Andrew Hunter Day		Deborah Diane Kemp	t Renae Louise Philbrick	
t Lisa Elizabeth Day		James Patrick Kendrigan	Stephanie Jane Phipps	
Richard Daniel DeAmicis		Allison Kidney	** Matyas Potsa	

Class Advisors:  
Mrs. Ficociello, Mr. Amos

t Trustee Awards

\* National Honor Society

\*\*Honorary Diplomas



## ALMA MATER

To thee, our Alma Mater dear,  
We raise our voices high in cheer,  
Our gratitude we would express  
And pledge to thee our faithfulness,  
Built high on Tadmuck Hill so fair,  
By those whose mem'ry we revere,  
She stands a beacon light for youth  
To guide them in the way of truth,  
On field of battle and in peace,  
We strive thy glory to increase,  
That ever shall dear Westford be  
An emblem of fraternity.

Written by Pauline Ferguson Cartford '45

Music by J. Baptiste Calkin

## WESTFORD ACADEMY ADMINISTRATION

Mr. William E. McGuirk, , Principal  
Mr. James P. Antonelli, Dean  
Mr. Michael Parent, Dean  
Mr. Mark Lucey, Guidance Coordinator

## WESTFORD PUBLIC SCHOOLS ADMINISTRATION

Mr. Everett Olsen, Interim, Superintendent  
Dr. Kevin Dwyer, Director of Special Education  
Mrs. Lorraine Tocconi-Moore, Curriculum Director

## WESTFORD ACADEMY TRUSTEES

Mr. H. James Kazeniac  
Mr. H. Arnold Wilder  
Dr. Maurice Huckins, Jr.  
Mr. A. Dana Fletcher  
Mr. John E. Leggat, Esq.  
Mr. E. Kennard Fletcher\*  
Mrs. Bette Ross Hook  
Mr. Geoff Hall  
Mr. Joseph F. Lisi, Ed.D.

Mrs. Eileen O. Anderson\*  
Mrs. Barbara H. Parkhurst\*  
Mr. Lloyd Blanchard  
Mr. William J. Kavanagh  
Mr. Alfred C. Wyman  
Mrs. Helena A. Crocker  
Mrs. Eva Brown  
Mr. Robert Herrmann  
Mr. Ryan Dunn

Honorary Member: Ms. Patricia Bradley

\*Emeritus Member



## **BLANCHARD MIDDLE SCHOOL**

At the close of the 2000-2001 school year, three hundred and four (304) eighth graders completed their middle school education in Westford. This year the middle school was organized into three clusters at the seventh and eighth grade levels of about one hundred and ten (110) students on each cluster. However because of the burgeoning middle level population only one sixth grade cluster (118) was housed at Blanchard. During this past school year there was a sixth grade cluster at the Abbot School, as well as, another sixth grade cluster assigned to the Norman E. Day School. This temporary allocation will remain in place for the 2001-2002 school year while Westford's school building program proceeds. Next year, we are anticipating a school population of about eight hundred and forty (840) students at Blanchard.

This school year Blanchard was able to offer four languages (German, Latin, Spanish, and French) at each grade level. This completes the middle school / school committee goal of making available throughout the middle school the opportunity for all students to study the language and culture of another country. Another curriculum change was the incorporating of the seventh grade Reading curriculum into all subject areas at this grade level. Also, this past year was the first year of the assessment of all our students through the Massachusetts Comprehensive Assessment Program (MCAS). Sixth grade students completed Math assessment, and our seventh graders performed on the English / Language Arts assessment. Again, our eighth graders were required to take MCAS testing in the areas of Math, English / Language Arts, Science / Technology, and History / Social Science. During the fall and spring Blanchard students were administered DRP (Degrees of Reading Power) tests. The results of this "in-house" Reading test were utilized to match students with appropriate material, extended Reading activities, and opportunities to work with our Reading Facilitators.

The Blanchard teachers and staff under the leadership of the Director of Curriculum focused on growth experiences in the areas of curriculum frameworks and alignment, diversified instruction, and integration of technology into the curriculum. The fall professional development day afforded our staff time to work in curriculum areas. The teachers insured that our curriculum was guided by the state's standards through the process of curriculum mapping. This ongoing project was continued throughout the school year at monthly curriculum meetings. Our spring professional development day focused on Writing Across the Curriculum. This workshop provided all curriculum area educators in middle level education to learn and write together.

On June 20, 2001 during the eighth grade awards assembly, fifty-two students were presented awards for Outstanding Achievement / Effort in a subject area. In addition, nine students were recognized for Overall Outstanding Achievement (all academic areas) – Chris Borrero, Scott Cruikshank, Jessica Faria, Jennifer Hendricks, Christopher Katz, Jill Meenan, Kathryn Reiser, Stephen Severo, and Lisa Storey. Also, presented were the Andrea Norton Citizenship Award to Kathryn Russo, the Bob Battersby WestNet Partnership Award to Matt Fulmer and Jeremy Stark, and the Gary Franceschi Memorial Scholarship to Greg Chambers and Christina Martinez. Blanchard Middle School students demonstrated their talents (The Write Stuff, Spelling Bee, Geography Bee, Latin Competition, Inventors' / Consumer Fayre, etc.) and represented Westford proudly in many different arenas this school year. Our chorus had many participants in the Northeast District Music Festival. This year's production of *Bugsy Malone* played to full houses

delighting audiences of all ages. More than one hundred students took part in this year's play production. Our Math Team held its own in tough competitions, while the Winter Concert, Jazz Band, and Spring Concert showcased the talents of Blanchard's musicians. Also many students took part in our successful team sports. As always, sports provided our students with many life lessons.

The Blanchard School Council for 2000-2001 was co-chaired by Principal Jack Doucette and parent member Marge Hendricks. Other parent members included Carolyn Fisher, Ellen Michaud Martins, and Glen Shenkin. The community representative to the Council was Mary Brinkerhoff. Teacher representatives were Peri Palmer, Kevin St. Cyr, and Mary Weaver. The Blanchard School Council's goal areas for the 2000-2001 school year were:

To help each student reach his /her potential by providing input for continued growth and enhancement of the middle school experience.

To cultivate support in the community for the unique programs at the middle school level.

Blanchard Middle School wishes to thank our PTO for their continued support. This organization under the leadership of Angela Martinez planned informative as well as enjoyable programs for the middle school parents. The presenter at each meeting was an expert in some aspect of middle level education. Among the topics discussed were Riding the Adolescent Skateboard (Peter Cook), How to Raise Moneywise Kids (Bonnie Hepburn), Health and Learning: Twin Goals For American Education For the 21<sup>st</sup> Century (Jacquelyn Sowers), Assessing Our Current Curriculum (Lorraine Tacconi-Moore), and Recapping This Year and Looking Ahead at Blanchard (Principal Jack Doucette). Also, the Enrichment Committee provided many meaningful opportunities to extend the curriculum for our students.

In conclusion, we would like to recognize a number of staff members who have been "Middle School Educators" for many years but are retiring before the coming school year. We extend our thank yous for your energy, enthusiasm, and wisdom –

Mrs. Anderson (Reading)  
Ms. Brady (Language Arts)  
Mrs. Hung (Math)  
Mrs. St. Onge Marx (Math)

Respectfully submitted,

John D. Doucette, Principal



## ABBOT ELEMENTARY SCHOOL

This year Abbot welcomed the opportunity to work with middle school students and met the challenges of equity in scheduling curriculum and after school programming. Through the collaborative efforts of parents, teachers, students, administrators, and School Committee members, these students enjoyed a successful first year at the Abbot School.

### INTEGRATION OF SIXTH GRADE

The Sixth Grade Student Council was organized this year to coordinate and plan a number of projects and activities. These students also organized pictures and anecdotes for inclusion in the Memory Book and worked closely with our Technology Specialist and Assistant Principal to design the layout. These memory books were distributed at the end of year at an ice cream social much to the surprise of the sixth grade class. Many thanks to the parents and the cafeteria staff for all of their support with these projects.

Sixth graders also had the opportunity to participate in several after school activities including intramurals, band, chorus, orchestra, foreign language club and support, and ski club. Students also attended three Teen Centers sponsored by the community and two Roller Skating Socials for the entire sixth grade in town at Roll-On America in Leominster.

### CURRICULUM AND INSTRUCTION

Like many schools in Massachusetts, the Abbot School is propelled by the curricular expectations of the state frameworks and the results of the administration of the Massachusetts Comprehensive Assessment System (MCAS) tests. We spent the year preparing our students and their parents for this pivotal event.

Our Language Arts program provides students with a variety of resources to help them become independent strategic learners. The Silver Burdett/Ginn literature-based program is utilized to teach essential strategies and key skills in reading. Strategies are further reinforced through the study of literature using an assortment of trade books representing many different genres and levels of ability. Students are supported in their reading achievement by Reading Resource Facilitators (RRFs) who are available for individual and small group instruction. The writing program is enhanced by the development of grade level rubrics, which are rating scales that help teachers monitor students' progress in writing.

Our teaching assistants assisted classroom teachers in delivering instruction in the classroom by working with small groups to reinforce concepts and strategies. These assistants also coordinated enrichment activities including a mock trial for third grade, storytelling in fourth grade, and a quilting activity for fifth grade Colonial Day program.

In Math, the grade 5 accelerated math classes continued to use the Glencoe math program. During the 2000-2001 school year two units of *Connected Math* and one unit of *Investigations* was added to the fifth grade mathematics curriculum. This year, third grade implemented *Investigations* as the focus of the grade level standards-based mathematics curriculum. These changes to the standards-based mathematics programs will bring the Abbot School in better alignment with the Massachusetts mathematics curriculum framework.



Our math tutors assisted classroom teachers by providing small group and individual instruction for enrichment and remedial support. These tutors also coordinated the Continental Math League for fourth and fifth graders that met on a monthly basis. Students with outstanding performance were recognized at a spirit assembly and presented with certificates and awards.

The study of Social Studies through the Macmillan/McGraw textbook centers on five themes including responsible citizenship. The grade 4 curriculum was revised to include units on ancient civilizations, namely, Mesopotamia and Egypt. This year the study of China and India were added to the fourth grade Social Studies curriculum. The unit on China was enhanced by the development of a Web Quest through a Technology Lighthouse Grant awarded to our school by the Massachusetts Department of Education.

Abbot students participated in Election 2000 as part of our School Improvement Plan. Students had the opportunity to hear from representatives from the Democratic, Republican, and Libertarian parties along with local and town representatives from the League of Women Voters and Town Hall before casting their ballots for President of the United States. This experience provided children with the opportunity to learn about their rights and responsibilities as a citizen. Many thanks to all the volunteers who made this program an exciting success.

The text for our Science program is *Accent on Science* published by Charles E. Merrill. Children also benefit from hands-on science experiences in life, earth and physical sciences by using *Science and Technology for Children* (STC) Science Kits as promoted by the National Science Resource Center.

In Health, *The Great Body Shop* is used and supplemented by other resources including *Here's Looking at You 2000*, a drug education program. All of our fifth graders successfully completed Project D.A.R.E. under the tutelage of Officers David Welch and Ray Peachey. These fifth grade students were honored at the D.A.R.E. graduation in the spring at the Westford Academy.

In continuing to promote health and wellness, our guidance counselors coordinated the Kindness and Justice Challenge in January, which challenged students to demonstrate four hundred acts of kindness and justice. Our students responded by exceeding that goal and were acknowledged at one of our spirit assemblies. In addition, our fourth grade students continued to participate in the Peer Counseling program coordinated by Westford Academy students.

Our library program facilitates assisting students in accessing information through the use of technology, electronic reference and print material, and reinforces effective study skills, and the integration of research into all areas of the classroom curriculum. Weekly library book exchanges and brief literary encounters are also included in our library program. A part-time library/media specialist, a full-time library assistant and numerous parent volunteers support our library program.

Technology is integrated into the curriculum and is considered another learning tool for the children. Teachers work collaboratively with our Technology Specialist to plan for instruction in the use of a variety of computer programs, to coordinate theme-based Internet searches, and to schedule classes for the preparation of technology-based curriculum presentations. Our



Technology Specialist also provides teachers with professional development in ways to integrate technology into the curriculum and presents classroom lessons for new software. Our Technology Specialist also assisted the sixth grade student council in the development of a Memory Book and coordinated a computer club for sixth graders that met throughout the spring after school.

Art, Music, and Physical Education classes are offered to the children once a week and teachers in these areas make every attempt to integrate their disciplines across the curriculum areas. These staff members coordinated additional programs including field day, basketball shootouts, Jump Rope for Heart challenge, chorus, and enrichment activities.

### **ASSESSMENT**

In the spring, grade three students participated in assessments of Reading and Language Arts as part of the Massachusetts Comprehensive Assessment System (MCAS) program. Children in grade four, grade five, and grade six also participated in the MCAS tests. Questions were based on the Massachusetts curriculum frameworks in the areas of Mathematics, Science/Technology, Social Studies, and English/Language Arts.

Our fourth annual Curriculum Expo was held in March during parent/teacher conferences. This expo highlighted student products in every curriculum area and at each grade level. Also, over forty students were asked to showcase their original inventions at the system-wide Inventors' Fayre held at the Westford Academy.

### **PROFESSIONAL DEVELOPMENT**

Our staff continued to pursue development in the areas of curriculum frameworks and alignment, differentiated teaching methods, and integration of technology into the curriculum. Throughout the year grade level teams met regularly and worked collaboratively to expand their experiential base of knowledge. This year staff members participated in a course entitled, Talents Unlimited, a program designed to recognize and develop the critical and creative thinking skills of children including productive thinking, decision-making, planning, forecasting, and communication. These teachers have become certified Talents teachers and have begun utilizing these strategies in our classrooms. Our third grade staff participated in professional development for the implementation of the standards-based mathematics program. Finally, our team leaders, teaching assistants, and representatives from our special education staff attended a workshop on LINKS, a series of research based strategies for writing, reading, and thinking that can be used in all curricular areas. These staff members shared this training and resources with the entire staff during a professional development day and our staff will build upon this training next year by continuing with additional training and workshops.

### **SCHOOL ADVISORY COUNCIL**

The School Council continues to be an effective forum for the multiple perspectives of parent, teacher, and community as each exercises its responsibility in delivering an educational program of quality to the children of the Abbot School. The shared mission of the Abbot School, to develop the academic potential, improve the emotional well being and enhance the social development of each child was accomplished through the goals of our school improvement plan.



To this end, we:

- Analyzed the content results of the 2000 MCAS tests,
- Staff participated in training for Talents Unlimited, a program designed to recognize and develop the critical and creative abilities of children,
- Participated in the activities of the Report Card Committee and Curriculum Task Committees,
- Implemented a standards-based math program in third grade and teachers participated in workshops and training seminars,
- Expanded Homework Club to take place throughout the year,
- Created a new traffic pattern around the school to accommodate the new Millennium School and to reduce the competition between bus and car traffic,
- Studied deliveries that interfere with students' outdoor activities.

Sincere thanks are extended to the members of our School Advisory Council who met monthly to help us frame and achieve an action plan to meet the goals. They were Co-chair Nancy Schiavone; Parent Representatives Jane Connell, Cynthia Peraner, Lisa Garvey, Kathy Souza, and Lee Ann Alden; Community Representative Kathy Fellows; Staff Representatives Celene Healy, Bud Maranville, Donna Conlin, and Alison Beckett.

## **WESTFORD ELEMENTARY PARENT TEACHER ORGANIZATION**

Abbot School families were again strongly present at the school this year. Volunteers participated in many ways to enhance the quality of education of Abbot students. These included the helping in the school libraries, classroom parties, field trip chaperones, school store, phone tree, book fairs teacher appreciation luncheons, fifth grade friendship ceremony, the Star Reader program, and field day. The enrichment committee, represented locally by Ellen Martins, sponsored many programs for the school such as Rob Davis, Iditarod musher, "Bay Colony Educators," Magic Flute, David Darling, Joe Sallins Trio, Greenfire, Exploring the Ocean Floor, in-school field trips from Acton Science Museum, and the Tanglewood Marionettes.

This was the first year of the PTO organized in a town-wide system and was successful in coordinating a number of appreciated programs and support to our school. Many thanks to Co-Presidents Julie Bishop and Michelle Gazarik as well as Abbot Coordinator Anne Cummins for donating many hours to plan, coordinate and support a number of programs throughout the year.

The monies raised throughout the year funded not only enrichment programs, but also equipment, classroom and library resources. The PTO contributed funds in support of American Education Week and Destination Imagination.

## **COMMUNICATION**

The Abbot School continued its commitment to community involvement and effective communication. Steps taken to facilitate open communication between the home and school include a weekly principal to parent newsletter that was available in print and on-line through our school's web page. This newsletter regularly included information about school-wide events, district initiatives, updates of School Council meetings and school improvement goals, the MCAS testing program and health and safety tips. Classroom teachers communicated



regularly with the families of their students through monthly newsletters, invitations to classroom presentations, and through opportunities to volunteer in classrooms.

This year Abbot introduced the Parents' Pick Program that provided parents with opportunity to designate topics of interest and then attend an evening seminar. This year's topics included MCAS, Differentiated Instruction, and Bullying. We also had our Curriculum Night in September where presentations were made on the new third grade mathematics program and the district's writing rubric, an MCAS night for fifth grade parents to discuss last year's results, and parent nights for incoming second graders and fifth graders moving into sixth grade.

In addition, we keep the community informed of school highlights by submitting articles and pictures to the Westford Eagle and included events on the town-wide web-based calendar.

### **STUDENT LEADERSHIP AND RECOGNITION**

Promoting students' self-esteem and building school pride were school improvement goals achieved through several means. Every month the entire school came together to celebrate at school spirit assemblies. At these students were recognized for academic achievement, outstanding effort, and exemplary citizenship. Special events and activities in which students participated include: Inventors' Fayre, poster contests, move-up days, AM announcements, flag duty, grade 5 camp, field trips, Project D.A.R.E., chorus, band, and strings concerts. Evidence of our students' work is apparent as one enters the school. The hallways and display cases highlight their curricular achievements. Their creative writings are published in the Quest publication, The Write Stuff.

Wee Deliver continued another year with students applying for positions as sorter, canceller, facers, carriers, nixie clerk, and postmaster. Students were sworn in by the Westford Postmaster, and responsibly carried out their duties. Deliveries were made monthly to the Abbot and Millennium Schools and employees were honored at the end of the year at a spirit assembly. Finally, Homework Club was available twice a week after school for students to receive the support of parent volunteers and student volunteers from Westford Academy in completing their homework.

This year Abbot introduced Student Council, which was organized into three groups: Community Service, School Spirit, and School Issues. Students met monthly with the Assistant Principal and coordinated a number of successful events. The Community Service Group donated holiday and seasonal decorations to the Westford housing Authority and Cameron Senior Center, donated blankets and coats for the Pine Street Inn, traveled to the Lowell Transitional Center to assist in the preparation of lunch for the homeless, collaborated with the substitute art teacher and other Abbot students to redecorate the girls' bathrooms and repaint the picnic tables on the playground, and assisted in making water balloons for field day.

The School Spirit Group divided into two smaller groups to design, plan, announce, and coordinate spirit assemblies and spirit days. These students planned, coordinated, and participated in monthly spirit assemblies by arranging the agenda, and arranged for student activities with the music and physical education staff. These students designated spirit days to include Hat Day, Crazy Hair Day, Green Day, Baseball Day, Hawaiian Day, and Favorite Book



Character Day. They created posters, advertisements, as well as wrote and announced daily reminders to the school.

The School Issues Group assisted the administration and staff in problem solving and designing new procedures for the cafeteria and the playground. They created, distributed, and tallied results of a lunch survey. Results of this survey were shared with the cafeteria and food service department then used to plan an Abbot Favorite Lunch Week in June. Finally, they initiated the Abbot Mascot and Emblem Challenge as a process to select and designate a new mascot and school emblem for next year.

## **CONCLUSION**

We take pride in the accomplishments of our students and staff and convey this message by the ways in which we develop school atmosphere, maintain our school facility, establish high expectations for student achievement, and present learning experiences

Respectfully submitted,

Rose Vetere, Principal

Garth McKinney, Assistant Principal

## **COLONEL JOHN ROBINSON ELEMENTARY SCHOOL**

The Robinson School welcomed several new staff members during the 2000-2001 school year. Gail Wilson was appointed interim assistant principal. New teachers included second grade teachers, Jenifer Fisher, Karen Henry and Kelley Pitner. New additions to the multi-age program included Nikki Burroughs and Kathi Peters. Lynette Kukowski joined the first grade staff. New special education teachers included Renee Coppola, Roni Elliot, Carin Feldman, and Julie Shaw.

School enrollment at the end of the year was 557 students. Nineteen first, second and multi-age classes were conducted at the Robinson School site and nine sections of kindergarten were housed at the Westford Academy. The kindergarten students and staff experienced a smooth transition to the Academy and benefited from the assistance of high school student volunteers in the classrooms and on the playground.

Many improvements to the physical plant were completed at the Robinson this year. New stage curtains, window shades and improved hall lighting were installed. A third of the classrooms received new carpets and some areas were painted as well. The final phase of acoustical treatments were purchased and installed in room 1. The entire clinic area was refurbished and improved through grant funding to better serve the students.

### **PARENT/COMMUNITY INVOLVEMENT**

The Robinson School Advisory Council was co-chaired by principal Denise Arvidson and parent Mary Lou Johansen. Parent members were Katy Cloutier, Anne Naugler and Nancy Templeton. Staff members were Darlene Faherty, Renee Luttati and Maryanne Wilson. Marilyn Frank served as community member and Lori Champine was the volunteer recorder. The council was instrumental as a sounding board this year for many new initiatives such as the creation of a First Grade Information Night, the new reporting system, and the new Math Investigations program. The parent library was expanded and many improvements to the grounds and facility were initiated such as the replacement of the playground sand with pea stone, addition of flowering shrubs, and the purchase of a granite school sign.

The Council and town-wide elementary PTO were very supportive of the Peace-It-Together social competency program and the school's participation and creation of a float in the Apple Blossom Festival Parade. The PTO also supported activities during American Education Week and Teacher Appreciation Week. Classroom teachers received funds for supplementary materials courtesy of the PTO.

### **STUDENT ACTIVITIES**

The Robinson School students benefited from many enrichment programs provided by the PTO. First grade students had author Michael Glaser and Wingmasters Owls. Local residents and meteorologists Terry Casey and Gary Gustafson also visited first grade classrooms. Second grade students were treated to storyteller Jackson Gilman and Rob Aptaker's Native American program. Kindergarten students had a visit from Mother Goose as well as Tide Pool and Bee presentations. All school assemblies included "Classics with a Twist", Multicultural Storyteller, Eshu Bumpus, "The Fairy Circus" Tanglewood Marionettes and cellist David Darling.



Several dignitaries and former students were invited to join our current students to participate in a special assembly to open a time capsule established some thirty years ago. A new time capsule was assembled with momentos created and gathered by the current students with instructions to be opened in thirty years.

The Peace-It-Together program continued to be the focus of many school programs and activities. The students participated in several assemblies to become familiar with the "I Care Rules" and common language of the program. All were taught strategies for dealing with conflict through the use of the "Solution Wheel." A large model of the "Solution Wheel" was created by the entire student body as part of a float for the Apple Blossom Festival Parade. A contingent of students and parents marched with the float and represented the school in the parade.

An integral part of the Peace-It-Together program involved student participation in Compassion Projects such a food drive for local food pantries. A very successful pet food drive was also conducted. Pet food, as well as blankets, were donated to the Lowell Humane Society. Over 200 hats and mittens were collected as part of the "Warm Hands, Warm Hearts" program and donated to shelters in the area.

"Peace Pals," a pen pal program, was also conducted across grade levels and served as a link to the kindergarten students at the Academy. Celebrations were held at the end of the year enabling the students and teachers to visit each other's classrooms.

All students K-2 participated in the STAR reader program which encouraged student involvement in reading at home. Student incentives, in the form of paperback books, were awarded monthly during the program.

Musical performances with curriculum related themes were presented for parents at each grade level this year. Kindergarten also held a "Family Festival" at the Westford Academy auditorium.

Read Across America Day was celebrated on March 2 with a Dr. Seuss trivia contest with Seuss books as prizes. A "Drop Everything and Read Seuss" time was held and of course green eggs and ham were on the lunch menu that day.

## **CURRICULUM AND INSTRUCTION**

Many new curriculum initiatives were undertaken this year. Kindergarten and grade one teachers implemented the new Investigations program in Mathematics. All teachers participated in training provided by the math teacher leader and new materials were purchased to support the program. A number of teachers also received training on the STC Science kits by the science teacher leader.

All staff were trained to work with the new progress report system. Teacher and parent handbooks to be used in conjunction with the new system were developed and disseminated. Input from parents and staff on the new progress report was received in the form of a survey.

The Peace-It-Together committee received a substantial grant with which to promote and expand the social competency curriculum. The curriculum guides were published and distributed to

classroom teachers. Teachers, support staff and parents were part of an implementation study group. Several informational workshops were held throughout the year to support and promote the program as well.

Many staff members worked to align the social studies curriculum to the Massachusetts Curriculum Frameworks. Grade two teachers developed a unit of study on Native Americans. Each teacher researched a different region/tribe developing lessons and coordinating resources. The finished product was reproduced in binder form for all grade two teachers. Grade one teachers began to research and develop a unit on Mexico. Kindergarten expanded their theme exploration of the Arctic and Australia.

All staff participated in the first phase of the curriculum mapping process by delineating content areas, under the guidance of the Curriculum Director. The next phase of the process will include identifying resources and developing assessment tools.

This was the third year of the Reading Recovery program at the Robinson. Thirty-one first graders received intensive reading instruction from three teachers in the program. This was the first year a committee was formed to give input into the student selection and service delivery process.

A committee was also formed to study and plan for the reinstatement of the pre-first program at the Robinson School. The program is designed to be a gift of time for children not developmentally ready for the rigors of grade one. At this time, 13 children are scheduled to attend the program in the Fall of 2001.

A new teachers club was created at the Robinson this year. New teachers and their mentors met monthly to discuss important issues and provide support. The program was so successful, the new teachers expressed their gratitude to the rest of the staff with an appreciation breakfast at the end of the year.

In conclusion, this year has been a very productive and rewarding experience. The Robinson School community looks forward to new goals and challenges as we continue to strive for excellence in education.

Respectfully submitted,

Denise Arvidson, Principal



## NORMAN E. DAY ELEMENTARY SCHOOL

The Norman E. Day School completed its ninth year in 2001. Students in grades 3-6 attended the Day School. This year was unique due to the addition of the five sixth grade classes, which were housed in the new addition. Principal Kevin Regan was on sabbatical during the school year and will return on July 1, 2001.

### CURRICULUM AND INSTRUCTION

Again this year each grade level contained both clusters and self contained classrooms. In the cluster system two teachers switch students for social studies and science. Students in self-contained classrooms remained in their classroom for all subject areas. On the first day of school we had a Third Grade Orientation to welcome to the incoming third graders to the Day School. This orientation was part of a School Advisory Council goal to improve student's transition into third grade from Robinson. Students had lunch outside and participated in arts and crafts, cooperative games and projects in an effort to acquaint themselves with their new classmates and to ease anxiety. Students enjoyed the afternoon and parents also had an opportunity to volunteer. The Third Grade Orientation will occur again on the first day of school in 2001. The L.E.A.P. program was continued again this year, with third graders participating twice a week for an hour in the morning. This program supports children in increasing their literacy skills. We also implemented a new program called M.E.D.A.L. to help fourth grade students improve their math skills, specifically their critical thinking and problem solving skills. All classes in our school continued to implement the Building Community curriculum, which is a school wide social curriculum. For the seventh consecutive year The Westford Police Department implemented the D.A.R.E Program with All Grade Five students. The students in grades 3-5 were also involved in the S.A.F.E. Program run by the Westford Fire Department, which focused on the importance of how to prevent fires at home, and what to do in case of a fire emergency. Students were involved in the system wide Inventor's Fayre at the Westford Regency. Students in all of the grade levels at the Day School were involved in several field trips; the third grade went to the Westford Museum and to the Parkerville schoolhouse. Grade four went to the Museum of Science in Boston. The fifth grade went to the Ecotarium in Worcester, and the sixth grade went to Wolf Hollow. These are just a few of the field trips that students went on, there were many others. All of the field trips tied in with the curriculum, which really enhanced student learning. Students in grades 3-6 were assessed through the MCAS. The MCAS testing was done in the area of reading for third graders, math and language arts for fourth graders, science and social studies for fifth graders and math for sixth graders. The annual Curriculum Expo was conducted again this year on April 30<sup>th</sup>, this was an opportunity for the Westford community members to showcase student learning and accomplishments. During the fall and spring children were administered the Degrees of Reading Power tests. The results of the power reading test were utilized to match student silent reading comprehension to literature books. A few of the extension activities that were offered included: student senate, Odyssey of the Mind, newspaper, submitting writing pieces to *The Write Stuff*, grade five camp and the grade five play.

### SCHOOL ADVISORY COUNCIL

The 2000-2001 school year was the eighth year School Advisory Councils were mandated in the state as part of Education Reform. The members of the Day School Advisory Council were: Co-



Chairs Laura Socha (Parent Representative) and Joe Jette (Interim Principal), Community Member Paul Royte, Parent Representatives Nancy Tang, Janice Frampton, and Sharon Syrek, and Teacher Representatives Liz Bagas, Ken Bogacz and Brenda Simoneau. Some of the completed action items from the 2000-2001 School Improvement Plan were: To implement a curriculum night for parents and a Third Grade Orientation on the first day of school, these were a few of the completed items.

### **PROFESSIONAL DEVELOPMENT**

During the 2000-2001 school year the Day School teachers worked on a system wide initiative on curriculum mapping. This involved teachers in collaborating and writing down what units and concepts they taught during the school year and when. This piece of professional development was organized through the Director of Curriculum's office. Many faculty members attended graduate courses, workshops, and conferences to expand their understanding in areas related to their teaching responsibilities. Teachers were trained on the new standards based mathematics program in grade 3. Training for the standards based program will continue as it is implemented in grades 4 and 5 next year.

### **COMMUNICATION**

The N.E.D. Connection is distributed periodically with updates from the school administration to inform families of special events and activities. Other types of communication: Grade five/six mid-term alerts, parent/teacher conferences twice a year. Parent Communication Form, Student Information Form, Teacher Assistance Team meetings, Curriculum Night, visits to music classes during Music in the Schools Month, American Education Week, Grade 3 and 6 Parent Orientation. We also have held nights for parents to be involved at the Day School during our math and science nights.

### **STUDENT ACTIVITIES**

This year students participated many activities these are a few: third grade Orientation, new student field trip, school wide field day, student senate, grade five completion ceremony, the Memorial Day program, S.T.A.R.S. assemblies, PTO Enrichment assemblies, D.A.R.E. graduation, spaghetti supper, fundraisers, spirit days, November food drive, grade level Family Math and Science Nights in grades 3 and 4 and Technology Integration Night in grade five.

### **FUTURE PLANS**

Next year the Day School will welcome many new teachers. We have four classroom teachers who retired at the end of the 2000-2001 school year after many dedicated years to the Westford Public Schools: Maureen Connors, Judy Daly, Linda Lemire and Shelagh Brady. Due to an early and well-organized system wide job fair we were able to interview and hire many qualified new teachers to join our staff at Day. Next year we will have six classes of third grade, seven classes of fourth grade, seven classes of fifth grade and six homeroom classes in sixth grade. We will be implementing the TERC standards based mathematics program in grade 4 and 5 next year, and we will also implement a new standards based report card, which will go home on a trimester schedule. We continue to implement portfolio assessment, and to work on curriculum mapping in order to continually align with the state frameworks. This has been a successful year at the Day School!



Respectfully submitted,

Joe Jette, Interim Principal

## NABNASSET ELEMENTARY SCHOOL

During the 2000-2001 school year, we welcomed many new staff members - full time assistant principal Susan DuBois, secretary Kathy Ablondi, nurse Barbara Bergin, alternating day kindergarten teacher Jennifer King, half-time kindergarten teacher Kate Maguire, and four first grade teachers, Madaline Bauer, Amy Bergan, Erin McDonald and Lee Twarog. Gayle Russell and Christine Apollos were interim first grade teachers for the second half of the year. Joining the kindergarten staff, housed at Westford Academy due to growing enrollment, were secretary Carol Steele, nurse Alice Bradford and counselor Jonna Clermont. School enrollment at the end of the year was 670 students in Pre-School through second grade.

### PARENT/COMMUNITY INVOLVEMENT

A system wide PTO was formed this year. Through its diverse fundraising activities, the PTO was able to sponsor the following enrichment programs for the students: Mime Scot Cannon, Multicultural Storyteller Eshu Bumpus, Author Nora Dooley, Cellist David Darling, Mother Goose, Tanglewood Marionettes presented *Arabian Adventure* and The Krackerjack Theatre Company presented *The Fisherman's Wife*. Nabnasset's site-based co-chairs were Mariclare O'Neil and Terry Yip. Anita McCusker and Annette Cerullo were the Kindergarten co-chairs. The co-chairs organized many popular events: "Nab Lab Clean up Day" in the fall, a "Spruce up Day" in May, a Book Swap during parent conferences, Family Math and Science Nights for each grade level and The Star Reader Program.

The Nabnasset School Council was co-chaired by Principal, Diane Brogan and Parent member, Kathy Souza. Other parent representatives included Scott Harkness, Janna Olson and Nancy Rosinski. The community representative to the Council was Cherie Sian. Teacher representatives included Jennifer Carrara, Karen Grenier and Lillian Lelless. As part of their objective to educate parents to the practices used in school, the Council presented 6 Parent Project evening workshops throughout the year. Nabnasset staff members presented information on MCAS in the primary grades, phonemic awareness, social/emotional development, the writing process, guided reading and process spelling. Additionally, the Council surveyed parents and teachers regarding the current homework policy.

Guest readers from the community once again visited the classrooms during American Education Week in November and staff members were treated to a Staff Appreciation Breakfast.

The Inventors' Fayre was held in February with judges from the community selecting numerous students to represent Nabnasset School at the Systemwide Inventors' Fayre held in April at Westford Academy.

On March 2<sup>nd</sup> we continued our tradition of celebrating Dr. Seuss' birthday. Students wore "Cat in the Hat" attire, enjoyed the rhythm and rhyme of his famous stories and dined on green eggs and ham. Students and their families were invited back to school in the evening for the second annual Dr. Seuss Pajama Party. Families enjoyed cookies and milk and various Seuss stories



read by parent volunteers. It was a very successful evening with over 400 people in attendance, including "The Cat in the Hat."

Nabnasset School continued to participate in the townwide recycling program. Each classroom was given a new recycling box this year. Once a week, Second Grade Helpers would circulate to each of the classrooms and empty the recycling bins.

## **STUDENT ACTIVITIES**

Field trips this year also provided enrichment to the students at Nabnasset School. First graders studied pond life at Drumlin Farm as part of their study of Organisms in science. Second grade classes went to The Butterfly Place while studying butterflies and the process of metamorphosis. They also had a visit from staff members of Plimoth Plantation to learn about Native Americans and the Pilgrims. A visit to The Concord Museum culminated their Native American unit of study.

The "RISE to be a Nab Star" code of conduct continued this year and students were told about it during biweekly whole school assemblies. The acronym RISE stands for "Respect, Include, Safety, and Encourage". The Second Grade Helpers for the month would act out what each attribute would and would not look like in practice. In this way, a common language and set of expectations was developed throughout the school. Our guidance counselor, Karen Grenier, started off every assembly singing the school song she wrote titled, "I Can Be a Nab Star", where students sing of being respectful and "trying their best at all they do". A new initiative called The Book of the Month was funded through the PTO's Seed Fund. A book was purchased for each classroom that focused on some aspect of the code of conduct and was discussed during assemblies.

Spirit days included "Hat Day", "Dalmatian/101<sup>st</sup> Day", "Red Sox Day", "T Shirt Day" and "Flag Day." Students collected food for the Westford Food Pantry, raised over \$300 with their "Holiday Helpers" program and collected coats in the "Coats for Kids" drive during the winter months.

Students observed a giant pumpkin growing in the Nab Lab and entered the Giant Pumpkin Contest by estimating how much it weighed and how many seeds were inside.

We participated in The 7<sup>th</sup> Annual World's Largest Math Event again this year. The theme was "Mathematics at the Fair" encouraging students to explore the mathematics of fairs, festivals and carnivals.

TV Turn Off Week continued to have high participation with families reporting they spent more time reading, playing sports and board games.

Our Physical Education teacher, Keith Weston, coordinated the "Walk to Boston" where students would walk around the field at recess time and keep track of miles walked. Students who completed the 50 mile walk were treated to a trip to Boston in May where they were presented with The Rookie School of the Year award at The Great Massachusetts Workout ceremony.

First and second grade classes performed musicals under the direction of our music teacher, Mrs. Moreira. Mr. Weston and Mrs. Moreira teamed up to work with the multiage classes to present a program of music and movement.

In June, many more exciting events occurred. Our annual Talent Show gained popularity and necessitated 2 performances. Interested students auditioned for the show by demonstrating their talent in front of Mrs. Brogan. Performances included piano players, gymnasts, singers, dancers, baton twirlers, a magician, a comedy act and a violinist. Move-up Day allowed second graders the important opportunity to tour Abbot or Millennium Schools and meet the principal and third grade teachers. Kindergarten students also had a special day at Nabnasset which included visiting a first grade class, the library, the Nab Lab and having a pizza lunch in the cafeteria. Mr. Weston coordinated three field days with over 110 parent volunteers. Potato sack races, an obstacle course, a water balloon toss and the parachute were some of the events included for all grade levels. Numerous special celebrations of learning were enjoyed by family members during classroom Author Teas, plays and puppet shows.

### **CURRICULUM AND INSTRUCTION**

The Reading Recovery program, an early intervention program for first graders was expanded. Julie Sullivan continued her full time position while Colleen Doyle and Lisa Girouard taught one session of kindergarten and a half day of Reading Recovery.

A new standards- based report card was piloted this year and distributed on a trimester schedule (December, March - with conferences and June). An informational parent presentation was conducted one evening in the fall. The report card committee met throughout the year to develop companion teacher and parent handbooks and make revisions based on teacher and parent surveys.

Kindergarten and first grade teachers participated in ongoing training in the new standards-based math program, *Investigations*. In November a parent night was held to share information on the new program.

Professional development activities focused on creating a uniform expectation for teaching writing through the writing process and creating student friendly rubrics.

Assessment continued to inform instruction as teachers used the Developmental Reading Assessment, math exemplars, a developmental spelling test and writing prompts graded with a rubric to evaluate student learning.

Sixteen teachers participated in a book study group reading and discussing *The Art of Teaching Reading* by Lucy Calkins.

Lastly, we say good-bye to two first grade teachers. Karen Bettencourt is retiring after 30 years of teaching and Tracey Lamothe relocated out of state last March.

Respectfully submitted,

Diane Brogan, Principal



## MILLENNIUM ELEMENTARY SCHOOL

The twenty classroom temporary site, named the Millennium Elementary by its students, opened successfully in the fall of 2000. Principal Wai transferred from the Colonel John Robinson School to lead the effort and reconnect with half of her former students and families in grades three through five. Staff from five schools moved to the Millennium along with several new hires.

The Millennium housed a total of 350 students in five sections each of grades three and four and six sections of fifth grade. Music classes were housed in the all-purpose room during non-lunch hours. Abbot and Millennium shared playground and gym space. Art classes were held in its own classroom and a small self-contained office area served as our instrumental lesson space.

### PTO

The Parent Teacher Organization became town-wide K-5 this year due to the opening of the Millennium. Co-presidents Julie Bishop and Michelle Gazarik facilitated the oversight of the entire organization. At the Millennium, parents Vikki Munroe and Tricia Southwell coordinated site specific projects. It was a particularly challenging year with each event requiring new planning. Mrs. Munroe and Mrs. Southwell did an outstanding job organizing volunteers and acting as liaison to the larger organization. Their efforts have benefited our school greatly through all the enrichment opportunities, principal funds, classroom teacher funds, support of MCAS stress-reduction techniques, support of School Advisory Council goals, teacher appreciation, and volunteering of precious time.

### SCHOOL ADVISORY COUNCIL GOALS AND INITIATIVES

Parent Karen McManimon acted as co-chair of the council along with Principal Wai. Parents Annette Cerullo, Scott Harkness, and Mariclare O'Neal and teachers Melissa Donegan, Christine Eddy, and Carol Rice were members. Volunteer recorder Sue Foley and the School Committee Member Liaison was Susan Flint.

All council members will serve two years while the school is at this temporary site. Its first order of business was to write a two-year school improvement plan spanning the time we are housed here. Our goals focus on academic improvement and community. Under academics, we will use assessment to measure instructional success in writing and mathematics and articulate curriculum as a site, throughout the district, and to parents.

Since our site is a temporary one with students and staff coming from different places, community building was an important aspect of the school year. We wish to support students, families, and staff by developing cohesion. A code of conduct was written, distributed and revised for the fall of 2001. The mascot Marvelous Marvin the Millennium Moose was chosen by students and staff. A tee-shirt logo designed by parent Michelle Harris allowed us to offer tee-shirts at cost for students to wear. Buttons were given to all of the community and incoming third graders. An evening of six topics ranging from MCAS to children's self-esteem was offered to parents in late March. We plan to offer two such evenings in the 2001-02 school year.

With the support of the School Advisory Council, PTO, parents, and staff, a wonderfully caring school community has been fostered and developed.

**STANDARDS BASED MATHEMATICS IMPLEMENTATION**

Standards-based mathematics curriculum was implemented in grade three this year. Units of study of mathematics begin with real problems, writing and demonstrating knowledge versus a pure focus on one algorithm and computation. The program will continue into grade four next year.

**REPORT CARD REVISION**

A report card revision committee has been in place for three years. A standards based report card will be piloted in grades three and four districtwide beginning this fall. The report card was developed so that grading will be based on standards set by the state, reflect Westford’s curriculum, give parents more information, and increase consistency across a grade and among teachers. A parent information night will be held in the fall. Teacher handbook will be distributed on the first day. Plenty of opportunities will be given for parent and teacher input during the pilot year.

**GRANTS**

Several staff members were awarded WestNet Partnership Grants this year to enhance our curriculum. In the fall Mrs. Walsh and Mrs. Perron won a grant to utilize technology to produce electronic portfolios. In the spring, the following were awarded:

Fifth Grade Team:	Colonial Connection
Mrs. Guild and Mrs. Eddy:	A Day at Parkerville School
Ms. Farnam and Ms. Frost:	Fourth Grade Toss Game Boards
Ms. Farnam:	Fifth Grade Batik Pillow Making and Clock Making

Two competitive state technology grants have been written and submitted this past June. An adoption grant utilizing alphasmart technology to differentiate curriculum and a second to enhance fifth grade writing mechanics.

**GUIDANCE PROGRAM**

Guidance counselor Mr. Raymond has been instrumental in creating a positive school climate focusing on relationship building and respect. Next year, we chose character traits of courage, caring, and perseverance. We will select high quality literature to share with all students in the school. This thematic approach will help us achieve several goals: to provide a common all school experience, for students to think deeply about character through stories, and expose students to high quality literature.

**FUTURE INITIATIVES**

The 2001-02 school year will bring many new challenges – the most daunting being hearing updates on whether the new school will be ready for staff and students in August of 2002. As we closed this present school year, staff and students feel a wonderful stability in knowing we will return here in the fall. Next year, we will be on unfamiliar terrain again, but having moved once



into Millennium, we are well-equipped for the future move and have strategies in place to manage change and uncertainty. Our first and foremost goal is to meet the needs of our students first.

Respectfully submitted,

Grace Wai, Principal

## SPECIAL EDUCATION

In September 2000, the Massachusetts Board of Education adopted major revisions to the state special education regulations, requiring for the first time the identification of a type of disability upon determining eligibility for special education services. These revisions were intended to ensure that children with disabilities are challenged to excel, progress within the general education curriculum, and are prepared for independence and employment and other post – school activities. Special education services allow students with disabilities to access the curriculum, and to receive full benefit of the district's programs. It is Westford's goal to make the general education environment the appropriate placement for all students.

Westford Public Schools is working hard to meet the needs of diverse learners in the general education environment. In the spring, the Leadership Team developed a District Curriculum Accommodation Plan outlining the support services and instructional delivery options available to students within general education. Such services include, but are not limited to: reduced class size in the elementary grades, responsive and flexible curriculum presentation in general education, staff time for professional collaboration and problem solving with parents, and alternative education programs at the middle and high school settings. Given Westford's strong instructional support practices, there were only eighty-eight (88) referrals to special education this school year. The new regulations mandate that in order for a child to be found eligible for special education, the evaluation team must determine the presence of a disability, that the child is not making effective progress in school because of the disability, and that the child requires specially designed instruction or related services in order to access the general curriculum. Fifty-four (54) students were found eligible for special education services this school year. The special needs department serviced a total of four hundred and eighty students (480) and our present enrollment is at 9 % while the state average remains at 17%.

The special education department was awarded \$ 269, 325 under P.L. 94-142 federal grant for the 2000-01 school year. The monies were utilized to continue funding one school psychologist, two occupational therapists, and one teaching assistant. Additional monies in this grant were used to fund home base and behavioral training services for children diagnosed with Pervasive Developmental Disabilities, and provide needed consultation services for two blind students who recently moved to Westford. We also received \$20,160 in early childhood monies to fund a teaching assistant in our integrated preschool program, and to conduct monthly screenings within the community to identify children who should be referred for a special needs evaluation, and also to provide a variety of topical workshops for parents of preschool children. Another grant for \$36,570 provided professional development and training activities to improve the understanding and capacity of educators in the teaching and learning of reading. Several workshops were held for third grade teachers and reading staff to learn how to select appropriate reading materials, to discuss differentiating, and how to plan and implement guided reading groups. Several training sessions were held for special education staff, regular education teachers and parents on the new IEP form and evaluation process. Special needs teachers also received two days of training on the use and interpretation of the WJIII Cognitive and Achievement Batteries.



The special education department has returned \$ 89, 248 Medicaid reimbursement to the town this past year. We have also saved the town well over one million plus dollars by managing our own special needs transportation for the past fifteen years. We continue to develop new special needs programs in Westford to accommodate an ever changing and diverse student population. A new Pervasive Developmental Program (PDD ) was started at the preschool/kindergarten level last Fall, and a new PDD class for students in Grades 1 & 2 is scheduled to open in the Fall, 2001. An Intensive kindergarten program was also opened last Fall making it possible to service children with multiple special needs within their local school district. Westford Public Schools continues to welcome all children, regardless of their handicapping conditions, into its educational community. We acknowledge the tremendous support given to us by the parents of special needs children who allow us to be creative and innovative in meeting the needs of their children. It is truly a collaborative effort.

The special needs Parent Advisory Council (PAC ) met monthly during the year to discuss the revisions in special education. The first meeting was a joint venture with the Chelmsford PAC which provided parents with specific knowledge of the new regulations and procedures in special education. Subsequent meetings were later held in the fall to discuss specific concerns parents raised about the impact the new IEP process would have on their children. During the spring, the PAC focused on starting a special needs Olympic team and recruiting athletes for upcoming events. The turnout has been encouraging, but we are always looking for more athletes and parent volunteers.

Kindergarten screening was held last September with a total of 345 children screened for special needs. The purpose of the screening is to identify children who may struggle in Kindergarten, and who need to be referred for a special needs evaluation. Children who failed the screening or who were identified by the teacher as presenting concerns were screened individually using the Early Screening Inventory. In addition to the screening, meetings were held with the teachers and parents to discuss specific area of concern and what options were available. Referrals to special education were not made without the complete cooperation and support of the parents. Much appreciation is given to the screening teams who perform their responsibilities in a competent and sensitive manner.

There were many hours devoted to inservice training to special needs staff and regular class teachers on the new IEP forms and procedures. The IEP requirements emphasize the importance of working cooperatively as a team. The law expects school districts to bring together parents, students, general educators and special educators to develop specific strategies that allow special needs students to access the curriculum and to experience success within the regular class setting. The law ensures that parents and school personnel are equal partners in all steps of the evaluation process. Westford staff listens attentively to the concerns of parents, and work diligently to resolve any differences they may have with the proposed services. Sometimes more than one meeting is needed to achieve consensus. Parents are also sent a questionnaire after each initial and reevaluation team meeting to determine if they were satisfied with the evaluation process and made to feel welcome at the Team meeting. Parents returned eighty-three (83) questionnaires this school year, indicating an overall 94% satisfaction rating. We take parent suggestions seriously, and always looking for ways to improve our services.

Finally, I would like to welcome our new Superintendent of Schools, Dr. Stephen Foster to our school system. Dr. Foster comes to Westford with many years of experience in curriculum and educational technology. He is a strong supporter of maximizing the educational opportunities of all children, and at providing special needs children with the necessary services to be successful in the regular classroom. I look forward to working with him in the years to come.



## PLANT OPERATIONS

The Plant Operations activities of the school system during the 2000-2001 school year were substantially influenced by continued enrollment growth. The high school expansion and renovation project was completed and ready for occupancy on the opening day of school. The custodial and maintenance staff spent a considerable amount of time and effort moving classroom furniture and material in preparation for the opening.

Additionally, rapidly increasing enrollment at the elementary level resulted in a shortage of classroom space for several hundred students. This predicted shortage was identified in 1998, and a Short Term Space Needs Committee analyzed various alternatives to provide needed classroom space. The Space Needs Committee recommended the construction of a 32,000 ft<sup>2</sup> modular building to accommodate approximately 370 grade 3-5 students. Construction of the Millennium School was completed in August 2000, and the building is a comfortable, vibrant school enjoyed by students, staff and the Community.

At the middle school grades, enrollment was substantially higher than the capacity of the Blanchard School, requiring us to relocate approximately two thirds of the grade 6 class. Approximately one third of the class was relocated to the Abbot School and one third to the Day School. This process resulted in the packing, movement and subsequent unpacking of over 1,508 cartons of materials. Our sincere thanks to the teachers, custodians and maintenance workers for their dedicated effort in allowing this process to take place in an efficient, unimpeded manner.

Important maintenance and operational projects were completed at many other schools during the year. At the Day School a new walk-in freezer and steam table were installed in the cafeteria. These replaced original equipment, dating back to the opening of the school, in the late 1960's. Additionally, new exterior doors were installed for greater safety and visibility. A new telephone system was installed to more efficiently handle an increasing volume of telephone calls.

At the Abbot School a divider curtain was installed in the gymnasium so that we could accommodate gym classes from both the Abbot and Millennium Schools. A new telephone system was also installed in the school to replace an aging system.

New carpet was installed in several suites at the Robinson School. Aging and deteriorating window shades were also replaced throughout the building. Fencing was installed around the playground to provide a safe and secure area for students during recess.

As in previous years, the boilers in all buildings were opened, cleaned and repaired by a qualified contractor. Each boiler was inspected by a boiler inspector from the Town's insurance company prior to being closed up and test operated. Each emergency generator was also inspected and thoroughly serviced prior to the opening of school.

Our custodial and maintenance staff, along with students that we hire during the summer, are to be congratulated for an outstanding job. Every desk, chair and carton of material was moved during the summer and set-up in time for a very smooth school opening.

Respectfully submitted,  
Everett V. Olsen Jr., Assistant Superintendent

## SCHOOL HEALTH SERVICES

The Westford Public Schools furnish a health room in each school building, including one at the kindergarten site; each managed by a full-time certified school nurse. Nursing management of comprehensive school health services include the following responsibilities:

- First aid and episodic care for students and staff
- Maintenance of health records (including immunization records) for all students
- Administration of prescribed medications
- Implementation of a program to address life threatening allergies
- Nursing procedures: e.g. blood glucose tests, peak flow monitoring, nebulizer treatments
- Health screenings: hearing, vision, posture, height, weight, dental and pediculosis screenings
- Nursing case management for students with health concerns: i.e. individual health care plans
- Health education for students, parents, and staff
- Immunization programs for students: Hepatitis B immunizations for 6<sup>th</sup> grade students, tetanus and MMR (measles, mumps and rubella) immunizations at WA
- Referral for health care and/or health insurance
- Collaborations with Pediatrics West and the Westford Board of Health.

The school health services department has completed its first full year as recipient of the Massachusetts Department of Public Health's Enhanced School Health Services Grant. Westford Public Schools have received an additional \$40,000 from tobacco funds making the five year grant total \$400,300. The two new staff positions created with grant funds are the Nurse Leader position and a second school nurse position for Westford Academy. In addition, grant money has provided computers and software for school nurses as well as new health room equipment and supplies.

Health services provided to students in the school year 2000-2001 include:

- 18,343 students seen for first aid
- 15,136 students seen for illness assessment
- 22,371 students seen for medication administration
- 658 immunizations provided to students and staff
- 113 classroom presentations by school nurses
- 132 physical exams performed by the school physician
- 13,236 phone calls, meetings, and conferences with parents, staff, and health care providers

Highlights of the 2000-2001 school year include:

- Welcoming six new school nurses to the Westford Public Schools
- Establishing 3 new health rooms
- The first year with a full time nursing leader who participates in state-wide meetings
- The development of many new health records and an increase in caseloads in response to Westford's population growth



- Collaboration with the Board of Health for all immunization programs for students and staff : e.g. flu shots for all staff, Hepatitis B program for 6th grades
- Coordinating the 6<sup>th</sup> grade Hepatitis B program for three school sites
- All nurses participating in professional development workshops at the Westford Public Schools on topics such as asthma, diabetes, first aid and CPR
- The development of a school health services brochure and a policy and procedures manual
- Supervision of student nurses from Rivier College and UMass Lowell
- Participation in the Massachusetts School-Based Health Services Time Study for Medicaid health care reimbursement
- Nursing participation on school emergency planning teams
- Development of medication administration plans for students on medication during the school day
- Establishment of student support groups with ongoing nurse participation
- Nursing coordination and participation on the Westford Health Advisory Council

Respectfully submitted,

Lee Thurston, RN, MS, NCSN, Nurse Leader

## WATER DEPARTMENT

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The Westford Water Department is charged by the Town with providing safe, uninterrupted water at a reasonable pressure, to meet the health and fire protection needs of those served by the public water system. The Department employs a staff of 13 to manage and maintain the Water Department and its resources. The superintendent, along with a three-member Commission that is appointed by the Town Manager for three-year terms, are responsible for providing these services to the Town. The Water Department must adhere to strict water quality requirements established by the Environmental Protection Agency (EPA), and enforced by the Department of Environmental Protection (DEP). Due to these requirements, the Westford Water Department undertook a variety of tasks during the year 2001, ranging from system improvements and staff development, to public outreach and education.



### YEAR HIGHLIGHTS

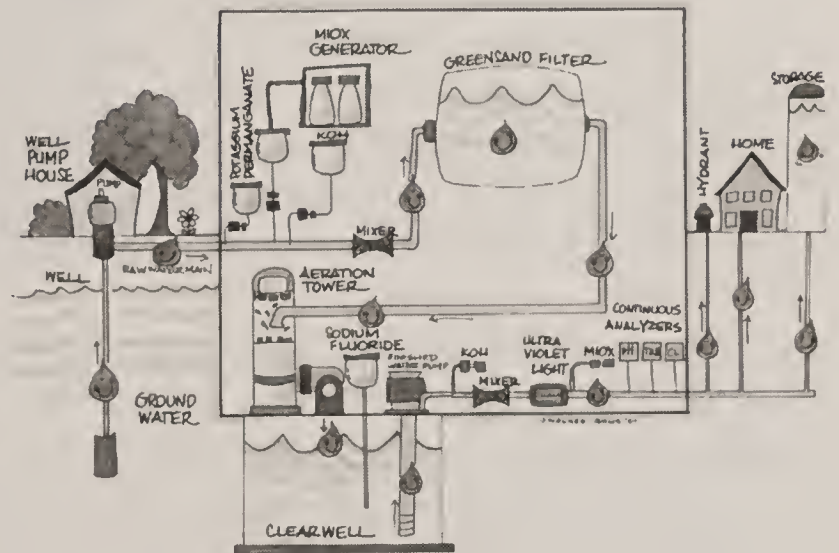
The most prominent accomplishment during the course of the year was by far, beginning construction of the two, new water treatment facilities. The water main construction phase went out to bid in March, and was awarded to Tom Gioioso Construction in April. Crews from Tom Gioioso Construction installed over 5.5 miles of new transmission mains in just over five months. In addition to connecting over ninety residences to the new transmission mains, the new pipes will connect all eight existing pump stations to the two future treatment plants. All installation of the water mains was completed during the last week of November, and culminated with the fitting of the "Golden Coupling," which joined the final two pipes for the project on the Car Line. Each trench dug for the water main construction has been filled and paved to maintain the roadway surface throughout the winter months into 2002. These trenches are expected to slightly settle due to the colder weather, and will receive a full width overlay during Spring, 2002.





The construction contract for the two treatment plant buildings was awarded to Methuen Construction of Salem, New Hampshire for \$10.8M, after going out to bid in September. To commemorate the occasion, a ceremonial groundbreaking event was held at the site of the future Forge Village Water Treatment Plant on November 16. Officials from the Water Department, Town Departments, DEP, Dufresne-Henry, Tom Gioioso Construction and Methuen Construction, along with Representative Geoffrey Hall, were all on hand to kick off

this construction project. Shortly thereafter, in December, both sites for the two facilities were cleared of trees in order to make room for the new buildings. The Water Department worked closely with both the project manager from Dufresne-Henry and the Town Planner to ensure minimal cutting of trees at the sites and maximum buffer zones for the neighboring homes. Excavation and further site work will continue through 2002, while construction of the buildings will proceed as weather permits. Final construction of the treatment plants is expected to be complete by Summer 2003. Construction progress, updates and project schedules have been, and will continue to be, provided on an informational website at [www.westford.com](http://www.westford.com).



## WATER SYSTEM ENHANCEMENTS

To maintain the integrity of the water distribution system, the Department must ensure regular and preventative maintenance throughout the year. This includes a variety of programs, and in 2001, it began with the revised water rate structure. Effective on January 1, 2001, the Department instituted a 4-step "increasing block" rate that is designed to encourage water conservation by increasing the price of water depending upon the amount of water one uses. This method allows the Department to charge each class of customer on an equitable basis and provides for a customer service charge. The customer service charge is calculated separately from actual water usage and represents the costs of maintaining and reading meters, as well as billing, collections, and administrative expenses. The new water rate system allows the Water Department to more accurately charge the true cost of drinking water.

In addition, the Water Department has an active hydrant flagging program that consists of attaching colored, metal "flags" to each of the approximately 800 fire hydrants throughout the community. These "flags" serve as visual markers, so that during the winter months when hydrants are normally buried in snow, they can be easily located by both Water Department staff



and firefighters. Flagging of the hydrants begins each year after October 31 in preparation for the winter, and are removed each spring.

Over time, elements such as iron and manganese that are naturally present in groundwater settle out and accumulate within the distribution system. Sometimes, deposits from the pipe material itself, particularly cast iron pipes, contribute to a build up within the pipe, which is called tuberculation. None of these materials pose any health risks, but they commonly lead to reduced flow and aesthetic concerns such as color, odor and taste in the water. This situation is reduced through a flushing program, which in 2001 was performed throughout the months of April and May. The flushing is carried out systematically in the mains to ensure that water from mains already flushed, does not mix with others. This is accomplished by shutting gate valves within different sections and discharging the water under pressure through a fire hydrant. Normally, the Water Department performs a flushing program twice annually; once in the spring and once in the fall. However, the Department did not have the luxury of performing a second flushing due to the fact that two of the five water storage tanks needed to be drained, cleaned and repainted. Francis Hill and Prospect Hill water storage tanks were both taken offline in late September in order to accommodate for necessary improvements. Together, the tanks can hold 1.4 million gallons of water, but an inspection performed in the Spring by a commercial diving service indicated improvements for the overall condition and integrity of the two structures were necessary. Since the tanks were unable to store water for an extended period of time, and rainfall throughout the year had been at a minimum, the Water Department decided against a second flushing program that would have required thousands of gallons of water in the process.

Yet another ongoing program within the Water Department is that of testing the water meters, which are devices that measure the amount of water used by a particular location. Commercial meters are tested on a rolling basis every three to five years and repaired if necessary. Residential meters, which are smaller, are tested and replaced every ten years. Over 1,000 meters were replaced throughout the year ensuring accurate water readings, which help us to comprehensively plan the water needs of the community by understanding average daily uses, and its relationship to the water pumped, stored and billed to customers.

In addition to the meter changes, the Water Department has been working with Schlumberger Resource Management Services to install new outside boxes at select locations throughout Town. These new boxes offer technologically advanced “radio-read” capabilities. As a result, Water Department personnel will be able to simply drive by a building and obtain the water reading through transmission of radio frequency. Approximately 250 of these radio-read boxes were installed in 2001. The Water Department intends to install the radio-read boxes in all commercial buildings, and in all future developments as well.

Wrapping up the year’s work within the distribution system was Pipe Line Testing Service, Incorporated of Winchester, which conducted a water leakage survey. The survey detected some minor leaks within the system that were immediately cared for, thereby preventing major leaks while conserving potable water and reducing maintenance on the pumps.



## PUBLIC OUTREACH

The Department maintains a comprehensive, educational outreach program that reaches a variety of stakeholders. With the exception of the biannual newsletter, InFlowmation, and the annual Consumer Confidence Report (CCR), most efforts have customarily focused on reaching children or “tomorrow’s consumers.” In March, Business Manager Robin Fullford and Environmental Analyst Kristin Divris visited 17 fourth grade classes at the Millennium School, Norman E. Day School and Abbot School to give presentations about the Town’s water supply.



As part of the presentations, all of Westford’s fourth grade students were invited to participate in the annual Water Department Poster Contest. Nearly 70 entries were displayed in May at the Water Department Open House where first, second and third place winners from each school received cash prizes. The Open House event was also an

opportunity for all Westford residents to learn more about the Water Department, and was advertised in the spring newsletter, the local cable television. Additional for children included events held at schools with National Theatre For Boston Camps where students activities, such as “build your own “how to make a filter.” Finally, the



newspaper, and on collaborative efforts the upper elementary Children, and at East participated in watershed,” and

Water Department coordinated with local Girl Scout troops to carry out the Nabnasset Pond Storm Drain Stenciling Project, which is a public education program used to raise awareness about the fate of runoff water and the pollution carried with it from lawns and streets. In June, Girl Scout leaders Kathy Noran and Nancy Fernald led two groups of Girl Scouts around Nabnasset Pond to stencil messages on the roadways adjacent to storm drains, and distribute flyers with information about the hazards of stormwater pollution.

## STAFF DEVELOPMENT

In order to accomplish all of the goals set forth to ensure safe drinking water, professional staff development was extremely important in the year 2001. With the ever increasing regulatory issues, and the requirements that will come with the construction of the two new water treatment facilities, ten staff attended an 8-week educational program in preparation for the Massachusetts State Licensure Drinking Water Supply Facilities’ exam, which was held in April. Eight staff members obtained varying levels of Drinking Water Supply Facilities’ Operator licenses, making all staff members directly involved with the processing of water, licensed in the state of Massachusetts.

The Westford Water Department also received a prestigious, statewide Public Water System Award for the calendar year 2000, which was received on Drinking Water Day in May. Awarded by the DEP, it reflects the achievements of water suppliers that meet certain criteria including compliance with state drinking water regulations, and bonus points for innovative and educational water related programs. Westford Water Department was the first system to ever receive a perfect score, which came as a direct result of its hard working and committed staff.

At A Glance

Number of Gallons Pumped in 2001		Names of Storage Tanks & Storage Amounts	
January	34,981,000	Prospect Hill Tank	172,000 Gallons
February	30,549,000	Town Farm Tank	430,000 Gallons
March	35,747,000	Hildreth Hills Tank	2,000,000 Gallons
April	40,501,000	Twin Peaks Tank	1,000,000 Gallons
May	86,965,000	Francis Hill Tank	1,250,000 Gallons
June	73,508,000		
July	74,702,000	<b>TOTAL STORAGE AMOUNT 4,852,000 Gallons</b>	
August	75,800,000		
September	67,952,000		
October	49,578,000		
November	35,240,000		
December	34,824,000		

TOTAL GALLONS PUMPED 640,347,000

Number of Hydrants	843	Total Miles of Water Main	117.8
Hydrants Installed	39	Miles of Water Main Installed	7.83
Number of Accounts	5,017	Number of Water Main Breaks	7
Number of New Services	85	Number of Service Leaks	5

Respectfully submitted,

Board of Water Commissioners

Walter J. Marcella, Chair  
Harold A. Fletcher, Secretary  
Leslie A. Thomas, Member

Water Department Staff

Warren E. Sweetser, Superintendent  
Robin Fullford, Business Manager  
Kristin L. Divris, Environmental Analyst  
Dianne Cloutier, Records Coordinator  
Bindy Legault, Administrative Secretary  
Paul Ricard, Foreman  
Wayne Beauregard, Well Specialist I  
Chris Macpherson, Well Specialist II  
Joe Emerson, Well Specialist II  
Dave Crocker, Well Specialist II  
Rob Daley, Utility Specialist  
Scott Harkins, Utility Specialist  
Marla Quadri, Meter Reader



## CEMETERY COMMISSION

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The Westford Cemetery Commission wishes to report that the restoration of the retaining walls at the Fairview Cemetery have been completed as have been the resurfacing of the driveways. The diligent attention of Superintendent Paul Baxendale and Highway Department Chip Barrett were most instrumental to this project. Progress on the new Pine Grove Cemetery has been augmented by the Nashoba Technical High School under the direction of Assistant Town Manager Jeff Chelgren in consultation with the town Building Commissioner, Don Kinney. A new office / maintenance facility is near completion, which should serve the town for the foreseeable future.

A granite bench, donated by the Fletcher Granite Co., in memory of Tracey Hinckley Presnall, has been installed in a lovely birch grove setting. Donations to complete the environmental design of the Pine Grove Cemetery continue to be received and are dedicated to the enhancement of this our new and most beautiful cemetery.

This year there were 24 full burials and 7 cremations. Our Cemetery Superintendent, Paul Baxendale cares for Westford's six cemeteries with help from the Highway Department as needed. We wish to thank all those, who through their silent contributions, have made the Westford cemeteries a memorial to our past and future.

Respectfully submitted,

Board of Cemetery Commissioners

Fred Healy  
Daniel Provost

## HIGHWAY DEPARTMENT

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I am pleased to submit the annual report of the Town of Westford Highway Department.

The Highway Department from January 1, 2001 through December 31, 2001 performed the following work.

### TOWN ROADS

Regular maintenance and repair of Town Roads consisted of cleaning and repairing of catch basins and manholes, the cutting of brush on the sides of the roads, repair of guard rails, patching and sweeping of roads and municipal parking lots. The Highway Department also grades all Town gravel roads, installs berm and curbing, cuts and clears trees from roadways during and after storms.

In 2001 11,416.75 tons of bituminous concrete was used for repair and maintenance of Town Roads.

### Roads Resurfaced

The following streets were resurfaced with bituminous concrete or treated stone and asphalt.

Rt. 40 from North Street to Groton Line

West Street

Cold Spring from Pine Ridge to Forge Village Road

Cold Spring from Forge Village to Patten Road

Carlisle Road

Concord Road from Woodbury to Carlisle Road

Providence Road from Lowell Road to Main Street

Main Street from Sinbad Lane to Chamberlain Road

Graniteville Road from Bridge Street to Cold Spring Road

Gould Road

Keyes Road

Tenney Road

Long Sought for Pond Road

### Drainage Town Roads

Cold Spring Road at St. Mark's Church

Installed 44' of 10" pipe

Millstone Hill Road

Replaced culvert installed 40' of 18" pipe

Nutting Road

Replaced culvert installed 40' of 18" pipe

Fairview Drive

Installed 180' of 12" pipe – 1 basin

69 Providence Road

Installed 80' of 18" pipe – 1 basin

First Street

Installed 60" of 12" pipe – 1 basin

Old Groton Road

Installed 180' of 12" pipe – 1 basin

Country Road

Installed 265' of 12" pipe

In addition to the above drainage we replaced or installed 34 new catch basins.



## Snow and Ice Removal

The Town of Westford Highway Department, in the interest of public safety and the convenience to motorists, cleared the snow and ice from approximately 175 miles of roadway. In this process the Town used 1,789.32 tons of sand, 4,206.04 tons of salt and 16,202 gallons of a liquid anti-icing product.

Following are the times the Highway Department was called out to treat or plow the Town roads:

Jan. 4, 2001	Snow 3"	Salt/Sand/Plow
Jan. 5, 2001	Snow 4"	Salt/Sand/Plow
Jan. 6, 2001	Flurries	Salt/Sand
Jan. 9, 2001	Snow 3"	Salt/Sand/Plow
Jan. 15, 2001	Snow 4"	Salt/Sand/Plow
Jan. 19, 2001	Light Snow 1"	Salt/Sand
Jan. 20, 2001	Snow 5"	Salt/Sand/Plow
Jan. 30, 2001	Mix	Salt/Sand
Feb. 1, 2001	Ice	Salt/Sand
Feb. 2, 2001	Flurries	Salt/Sand
Feb. 5, 2001	Snow 15"	Salt/Sand/Plow
Feb. 8, 2001	Flurries	Salt/Sand
Feb. 16, 2001	Flurries ½"	Salt/Sand
Feb. 22, 2001	Light Snow 2"	Salt/Sand
Feb. 25, 2001	Flurries ½"	Salt/Sand
Mar. 3, 2001	Flurries	Salt/Sand
Mar. 5, 2001	Snow 25"	Salt/Sand/Plow
Mar. 9, 2001	Snow 10 ½"	Salt/Sand/Plow
Mar. 13, 2001	Freezing Rain	Salt/Sand
Mar. 18, 2001	Light Snow 1"	Salt/Sand
Mar. 27, 2001	Icy	Salt/Sand
Mar. 30, 2001	Lt. Snow	Salt/Sand
Dec. 9, 2001	8" Snow	Salt/Sand/Plow
Dec. 18, 2001	Lt. Snow/Freezing Rain	Salt/Sand

## PARKS DEPARTMENT

This year the Whitney Playground, Town Common, Library, Graniteville, Forge Village, Nabnasset and Parkerville ballparks were limed and fertilized. All shrubbery was trimmed and the grass cut and raked. In the Fall all leaves were picked up around the Common and in the Town owned parks.

For Memorial Day, geraniums were placed on the Town Common and on the monuments.

I wish to express my sincere thanks to the Board of Selectmen and Town Manager for their full cooperation and to all members of the Highway Department, who have been most cooperative.

*Highway Department*

In addition, my thanks to the members of the Highway Building Committee for the many hours of hard work in helping to locate a new home for the Highway Department.

Respectfully submitted,

Richard J. Barrett, Jr., Superintendent of Streets



## HIGHWAY GARAGE BUILDING COMMITTEE

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c/o Westford Highway Garage, Beacon Street, Westford, Massachusetts 01886

The Highway Garage Building Committee is pleased to submit the following report on the activities of the Committee in the Year 2001.

As we reported at the end of 2000, the Committee received two proposals for architectural and engineering services associated with the proposed new DPW facility to be constructed off North Street. The Committee reviewed proposals submitted by B. Goba & Associates, and by Earth Tech, Inc. After extensive review and deliberation, the Committee voted to enter into negotiations with Earth Tech, Inc., which has extensive experience in the design and engineering of a wide variety of municipal facilities. Much of the winter was spent in contract negotiations and modification. The Town Manager's Office entered into a contract with Earth Tech and initial design was commenced to prepare for the Spring Annual Town Meeting.

Although the site has a variety of benefits (including that it is not located in Water Resource Protection District II and is somewhat isolated from residential populations), the site has certain limitations because of the steep grade of the land and the significant granite and stone within the earth. Engineering an access driveway which would not exceed a 10% slope turned out to be a significant challenge. However, as Town Meeting approached, a general layout was established, situating the facility at the far corner of the site, served by an access road which avoids impact on wetlands. The Committee made informal presentations to the Planning Board and the Conservation Commission prior to Town Meeting.

Prior to Town Meeting, there was some concern regarding the request for an appropriation for approximately \$10,800,000.00 in light of ever-increasing strains on the taxpayers of the Town of Westford and a general slowdown in the economy. Nevertheless, the taxpayers at Town Meeting recognized that a new DPW facility was long overdue and Town Meeting overwhelmingly approved the appropriation. The Committee immediately began work on refining the design of the site.

During the summer, while the engineers and architects worked on site design, building design, soil testing and septic design, representatives of the Committee met with the Conservation Commission, the Planning Board, and the Water Commission. Chip Barrett and Mark Hamel held regular and frequent meetings with Earth Tech to further refine building space needs and to amend the layout of the building and site. Facilities in other towns were visited to learn from their successes and mistakes, and a particularly illuminating visit was made to the facilities of the Boston Water and Sewer Commission.

The Conservation Commission approved the delineation of wetlands within the site. The Water Commission approved the specifications for water service for the building, and decisions were made regarding fire protection, utility service, floor plan layout, and the location of the various building components on the site. Doors to the garages and the service bays were located to minimize noise impact on abutting residential areas. Interior layouts were amended to permit

*Highway Garage Building Committee*

after hour access to a limited portion of the building for purposes of public meetings. Generally, all decisions were made with an eye toward the future, with the goal that the facility would service the needs of the town for many years to come.

Prior to the end of the year, Earth Tech, Inc., on behalf of the Committee, submitted a Notice of Intent to the Conservation Commission, an Application for Site Plan Review to the Planning Board, and an Application for Special Permit for Uses in Water Resource Protection District III to the Planning Board. In 2002 we hope to proceed through the permitting process and move forward with bid documentation, the solicitation and review of bids, and the awarding of a construction contract.

As the Committee has stated in the past, it is a pleasure to serve our community and the Committee gratefully appreciates the support of the taxpayers.

Respectfully submitted,

Highway Garage Building Committee

Paul Alphen, Chair	John A. Healy, III
Louis Ashley	Robert Jefferies
Richard Barrett	Gaylord MacCartney
George Fletcher	James Pearson
Mark Hamel	Christie Williams (alternate)



## RECYCLING COMMISSION

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The Commission is pleased to report recycling facts and figures for the town of Westford for 2001. Each ton of recycled goods diverted from the waste-to-energy incinerator in North Andover saved **\$131** (up from \$122 in 2000) and demonstrated that Westford was in compliance with state waste bans.

Derosa Landfill Management Inc., a subcontractor, administers Westford's curbside recycling program to North Shore Recycled Fibers.

All avoided costs in the following calculations are determined using \$131 per ton.

### MRIP GRANTS

The Recycling Commission received \$26,650 from the Massachusetts Recycling Incentive Program. The grant money is a direct result of the efforts of Westford residents to recycle an exemplary amount of material. The Commission uses this money to offset operating expenses. Simply put, the grant money allows the Commission to request a lesser amount of money from the Town to run its programs.

### RECYCLING INCENTIVE PROGRAM

In an effort to increase recycling, the Commission continues its Recycling Incentive Program. Commission member Barbara Theriault supervises the program. Every month, the Commission awards a \$100 prize to a randomly chosen household that has excelled in the amount of recycling set out in curbside containers.

### MEMBERSHIP CHANGES

Former members Barbara Carey and Mike Gustin re-joined the Recycling Commission in 2001. Barbara organized the hardback book collections in 2001. Mike organized a collection of used fluorescent tubes from the Westford Schools. The Recycling Commission bore all costs of the collection.

### GLASS, METAL AND PLASTIC RECYCLING

The curbside collection contractor collects Westford's glass, metal and plastic. No revenue is collected for these commodities.

*Total Glass, Metal and Plastic collected: 583 tons*

*Avoided costs at the incinerator: \$76,373.*

### MIXED PAPER COLLECTION

We received no payment from North Shore Recycled Fibers of Salem for Westford's mixed paper in 2001 due to a downturn in their market price.

*Total mixed paper collected: 1,843.11 tons. (105.4 tons less than the year 2000 total)*

*Revenue collected: \$0*

*Avoided costs at the incinerator: \$241,447.*

### **LEAVES AND GRASS CLIPPINGS**

Westford residents take their yard waste to Laughton's Nursery, 31 Lowell Road, Westford. The site is open weekdays year-round (8 am to 4 pm) and also Saturday mornings from September to May. Laughton's receives \$12,000 per year for this service. Laughton's estimates that Westford residents brought 1,555 tons of yard waste to the composting site in 2001.

*Avoided costs at the incinerator: \$203,705.*

### **CLOTHING RECYCLING**

New England Clothes Recycling (NECR) of Lowell continues to collect old clothing, textiles, small household appliances, used toys, and other items. The collection bins are located at Minot's corner Exxon, Abbot School and Blanchard School. The town receives a yearly payment from NECR.

### **HAZARDOUS WASTE COLLECTIONS**

The Commission hosted five computer monitor and television collections in 2001. The State of Massachusetts bans these items from household trash. Goodwill Industries of Lowell collected the items.

### **WASTE MOTOR OIL**

The Westford Center Fire Station continues to be the collection depot for waste motor oil each Saturday. Residents are charged a disposal fee of \$1 per gallon. Fire Department personnel oversee the collection program.

### **CHRISTMAS TREES**

In January 2001, residents took advantage of a voluntary Christmas tree recycling program organized by the Westford Firefighter's Association. The firefighters picked up trees from residents' homes for a suggested donation of \$5 per tree on two collection days. The trees were taken to the Laughton's Nursery for composting.

*Number of trees collected in January, 2001: 990*

### **SCHOOL AND MUNICIPAL BUILDING RECYCLING**

The curbside contractor, North Shore Recycled Fibers, collects paper, glass, metal, and plastics from Westford schools and municipal buildings. Based on a request from the Nashoba Valley Technical School Student Council, the Commission added their school to the list for recycling collection in 2001.

### **BATTERY COLLECTION**

Former commission member Ann Eno continues to collect button cell batteries from various collection points in Westford. Button cell batteries that are used in hearing aids, calculators, and watches contain mercury, a toxic substance. Batteries are brought to NESWC for recycling. Used rechargeable ni-cad batteries are collected by Radio Shack at Westford Valley Marketplace.

### **PUBLIC EDUCATION**

A flyer explaining all of the town's recycling programs was mailed in July to all Westford households. Printing and mailing costs for the flyer were paid by a grant from the Massachusetts Department of Environmental Protection.



## WHITE GOODS

White goods are defined as stoves, water heaters, washers, dryers, refrigerators, air conditioners, and microwave ovens. White goods are prohibited from disposal at the NESWC incinerator by State Waste bans. Westford homeowners pay a disposal fee directly to the hauler for curbside pickup. White goods were collected monthly by Atlas Recycling.

*Total recorded white good tonnage collected by Atlas Recycling): 41 tons*

*Avoided costs at the incinerator: \$ 5,371.*

## HARDCOVER BOOKS

Hardcover books that cannot be sold by Friends of the J.V. Fletcher Library are collected by the Friends and recycled at Courier Corporation in Forge Village. No revenue was received for the books by the town.

Respectfully submitted,

Recycling Commission Members:

Gerald DiBello, Chair	Mike Gustin
Bill Beck	Ellen Harde
Barbara Carey	Deborah Hobson
Joyce Demers (on leave)	Elizabeth Sawyer

## TREE WARDEN

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This past year has been a continuation of the previous years work, which was identifying and removing damaged or diseased trees; or trees that present a dangerous situation to the public. We have also continued with our program of planting replacement trees. This year we replanted in Graniteville, Forge Village, and Center sections of town.

I would like to thank the many people who have helped make our job much easier, I particularly would like to thank Bill Rogers who retired from the highway department this year for his countless hours of help and guidance. I'd also like to thank Mark Hamel, Bill Turner and Chip Barrett our highway commissioner, as well as Guy Shepard from Mass Electric for his help and expertise.

In the coming year I expect to expand our tree planting program, now that our maintenance program is under control.

Respectfully submitted,

Carlton Rooks, Tree Warden

Chester H. Cook, Jr., Deputy Tree Warden



## AFFORDABLE HOUSING COMMITTEE

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The Affordable Housing Committee was newly invigorated in 2001 through a combination of new appointees and returning experienced members. As you know, the Affordable Housing Committee seeks to encourage the development of diversified housing for families, seniors, low and moderate income persons and the physically challenged. The Committee Members are appointed for 2-year terms by the Town Manager and act to assist a variety of institutions, groups and individuals in the development of diversified housing within the Town of Westford. Although distinct from the Westford Housing Authority, the Committee's goals are much the same. The Affordable Housing Committee makes every effort to maintain and promote the growth of the Town's stock of affordable housing. Some of the ongoing efforts are discussed herein.

In May of 2001, the Town of Westford appropriated the sum of \$150,000.00 toward the development of 8 Affordable Units within the Brookside Mill Development Project. Upon the rehabilitation of the former Mill these Units will be owned and maintained by the Westford Housing Authority and available to those persons qualifying for such units. The AHC is thankful for the Town's generosity and commitment to this important project.

The Affordable Housing Committee in conjunction with the Westford Housing Authority and the Planning Board hired a consultant in 2001 to produce a Request for Proposal (RFP) for the development of that portion of the Stony Brook parcel off Route 40 owned by the Housing Authority and designated for an Affordable Housing project. The RFP presently seeks development of approximately 15 units, all of which will be affordable rental units. One of these units will be developed in such a way as to be accessible and useful to a person or persons with physical challenges. Coordination of the development of this parcel has occurred with the timely assistance of the Stony Brook Master Plan Committee to which the AHC owes a debt of gratitude.

The Affordable Housing Committee seeks to create a 'source handbook' for the development of Affordable Housing with an eye toward simplifying some of the State and Federal Regulations in this regard. The AHC is committed to increasing the stock of affordable housing within Westford by assisting those persons, institutions and developers in the considered development thereof. Additionally the AHC is developing a Lottery process for the distribution of affordable housing to those who are eligible as well as reviewing deed restrictions to maintain and perpetuate the affordability component to developed properties.

The Affordable Housing Committee ended calendar year 2001 by presenting its ongoing projects before the Community Preservation Committee. The Committee will attempt to seek CPA funds and Town approval of ongoing projects including a consultant for the development of the aforementioned handbook specific to Westford to aid in the development of affordable housing. The Committee will continue to support and monitor the affordable components of present and pending developments. We look forward to promoting and maintaining the affordable housing stock of our Town.

*Affordable Housing Committee*

Contact the Affordable Housing Committee at the Town Hall, located on 55 Main Street in Westford. Tel: (978) 392-1513 Fax (978) 275-9922

Respectfully submitted,

Affordable Housing Committee

Christopher Romeo, Chair

Ann Eno

Carl Lyman

Elaine Nickerson

Andrea Peraner-Sweet

Chris Pude

Mary Trubey



## BUILDING DEPARTMENT

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During the year 2001, the Building Department issued 730 building permits that resulted in 84 new dwelling. This was comparable to 83 new dwellings issued in the year 2000. The department also issued 792 electrical permits, 430 plumbing permits, 381 gas permits and 40 places of assembly; a total of 2373 permits which included approximately 9492 inspection visits. The total fees collected for 2001 was \$627,319 with the Departments total budget being \$232,480.93, the remaining fees are returned to the general fund to off-set the expenses of the town.

With the implementation of the new Growth Management By-Law, this will result in a decrease in the number of subdivision submittals before the Planning Board and new single family dwellings for the future of Westford. Residential growth accounted for the majority of the 730 building permits issued by the Building Department with 84 permits being new single family dwellings and 12 permits for condominium units. Although most of the on-going single family dwelling subdivisions are near completion, there appears to be a trend with approvals from the Planning Board for condominium units. The first 55 and over age restricted development off Tyngsboro Road will consist of 110 condominium units and will be known as Villages at Stone Ridge. The Brookside Mill conversion will include 35 units, 8 of which are affordable, and also a four unit condominium building on Bridge Street.

Commercial development has slowed with only one new commercial building on Littleton Road, which is progressing nicely and expected to open in the spring of 2002. This building is comprised of a variety of restaurants, a fish market and office space. The Westford Academy addition received its final occupancy, along with Lucent Technologies on Robbins Road and NetScout on Littleton Road. The department also issued permits for two of the three schools approved at Town Meeting. The Crisafulli Elementary School is located at Hartford & Robinson Road and the Greystone Elementary School is located off of Russell's Way. Also, with the help from Nashoba Valley Technical High School students, the construction of a facility building at the new cemetery site on Forge Village Road has been progressing well.

Perhaps one of the most notable events of the year was the collapse of the Westford Bible Church on Graniteville Road due to the effects of drifting snow from the numerous snow storms of 2001. We are happy to report no one was in the building at the time of the incident and the church will begin rebuilding the early part of 2002.

Respectfully submitted,

Donald E. Kinney, Building Commissioner

Assistant Building Inspector, Chester Cook, Jr.  
Wire Inspector, Dennis Kane, Jr.  
Assistant Wire Inspector, Gary Belinsky  
Gas Inspector, Chester Cook, Jr.

Plumbing Inspector, Harold Bosselmann  
Plumbing Inspector, Michael Muise  
Administrative Secretary, Nancy Lima  
Department Secretary, Sandra Kane

## CABLE ADVISORY COMMITTEE

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The Cable Advisory Committee (CAC) is the Westford Town Board that advises and represents the interests of the Westford Board of Selectmen in their role as Franchise Authority for Cable Television and other services provided by AT&T Broadband (AT&TB), Westford's Cable Operator.

The Cable Advisory Committee negotiates and enforces License provisions with AT&TB, which took over the Franchise in January 2001 from Cablevision. The CAC also serves as an advocate for individual Westford Citizens in all matters involving the Cable Operator. We encourage all interested parties to attend our Meetings to air their concerns, to ask questions or just listen. CAC Meetings usually take place on the 4<sup>th</sup> Thursday of each month at the J. V. Fletcher Library. Check postings at Town Hall for exceptions.

The current License with AT&TB, which was negotiated with Cablevision in 1998 and transferred to AT&TB in January 2001, is due for renewal in April of 2003. Since AT&TB took over, there have been concerns with the quality of TV service and poor customer service response in addition to a worrisome slowdown in providing Broadband Internet access and Digital TV. The CAC held a well-attended televised public hearing in July 2001 concerning possible violations of the License by AT&TB. Despite assurances to improve customer service, the complaints still kept pouring in to the CAC and the Selectmen. AT&TB has been officially cited for being in default of the license as documented in a Performance Evaluation Report, which is now available to the public at the Town Clerk's Office and in the Reference section of the J. V. Fletcher Library.

The CAC web site ([westford.mec.edu/govt/cable/cable.htm](http://westford.mec.edu/govt/cable/cable.htm)) not only allows citizens to receive information on Westford cable but also lets them make their voices heard with the "Broadband Now!" campaign on the web site and by providing feedback using other online forms soon to be added. This allows a cable subscriber to send a message loud and clear to AT&TB and the Cable Division of the Massachusetts Dept. of Telecommunications and Energy. There are also some useful links to CAC reports, the License itself, and other interesting cable-related information. The upcoming Public Survey for License renewal will also be made available online through the CAC website.

Since the problems with Westford's cable provider go beyond Westford, members of many Cable Committees in the area are now communicating by way of e-mail to trade ideas, moral support and information. Co-Chairman Dave Levy has been instrumental in organizing this regional Cable Committee consortium.

The CAC currently consists of five volunteers, appointed to renewable 1-year terms by the Board of Selectmen. A quorum of three or more members is required to conduct official business.



The Westford CAC can be contacted by mail at Town Hall, or by sending e-mail to:  
[cablecommittee@westford.mcc.edu](mailto:cablecommittee@westford.mcc.edu).

Respectfully submitted,

Cable Advisory Committee

Donald Whitehouse, Chair

Ed Enos

David Johnson

Dave Levy

Ken Woods

## COMMUNITY PRESERVATION COMMITTEE

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The Community Preservation Act (CPA, MGL 44B) allows any city or town in the Commonwealth of Massachusetts to adopt a property tax surcharge with revenues from this surcharge (and state matching funds) devoted to open space, historic preservation, community housing, and land for recreational use. Westford accepted the CPA in the spring of 2001, approving this at a Special Town Meeting in March 2001 and a Town Election on May 1, 2001. The surcharge went into effect with the start of the Fiscal Year 2002 on July 1, 2001. In 2001, 35 Massachusetts communities passed the Community Preservation Act.

The Community Preservation Act (CPA) enables Westford to establish a Community Preservation Fund. Monies collected for this fund are from a 3% surcharge on local property taxes, with the following exemptions:

- a) property owned and occupied as a domicile by any person who qualifies for low income housing or low or moderate income senior housing in the town; and
- b) \$100,000 of the value of each taxable parcel of residential real property.

The state will offer matching grants from the Community Preservation Trust Fund, whose revenue is generated from an increase in certain fees at the Registry of Deeds. The CPA surcharge is assessed on each property owner's quarterly tax bills. On the FY 2002 bills, the CPA surcharge was divided only between the 3<sup>rd</sup> and 4<sup>th</sup> quarters.

Consistent with the terms of the CPA and with a bylaw adopted at Westford's 2001 Annual Town Meeting, a Community Preservation Committee (CPC) has been formed to study the town's needs relevant to funding by the CPA and to recommend how Westford's CPA revenues should be spent. The nine-member committee, appointed by the Board of Selectmen, includes four at-large members and representatives of the Town's Conservation Commission, Historic Commission, Housing Authority, Planning Board, and Recreation Department.

A community must set aside a minimum of 30% of all funds generated with even 10% allocation towards open space, historic resources, and community housing. The remaining 70% of the funds can be allocated to any of the above-defined areas including the creation and preservation of recreational lands without a percentage restriction. While the Community Preservation Committee presents its recommendations to the Town, it is the voters at Town Meeting who make the final decision of how CPA funds are spent.

The Community Preservation Committee held its first meeting on October 23, 2001, when the officers for 2001-2002 were appointed. The committee meets twice monthly on the first and third Tuesdays at 7:30 p.m. at the Westford Museum cottage, 4 Boston Rd.

The committee immediately undertook two principal tasks: defining the processes for identifying Westford community preservation needs, and developing the evaluation process for potential



community preservation projects. The committee also began its needs assessments focus meetings with local groups associated with open space and conservation, historical preservation, community housing and recreation.

The committee would like to thank the Westford voters who supported the Community Preservation Act at the Town Meeting and at the ballot. We are excited and proud to be working for you and look forward to bringing our recommendations to you at the 2002 Annual Town Meeting. We anticipate that already next year the residents of Westford will begin seeing the benefits of this valuable funding initiative.

Respectfully submitted,

Community Preservation Committee

Bob Shaffer, Chair  
Ingrid Nilsson, Vice-Chair  
Cliff Rockwood, Treasurer  
Marilyn Frank, Secretary  
Bill Coakley  
Kathleen Healy  
Christine MacMillan  
Evan Schapiro  
Ken Tebbetts

## CONSERVATION COMMISSION

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Westford entered the new millennium as a markedly different Town than only a decade earlier. Although land development patterns shifted and slowed somewhat during the year, the level and intensity of conservation issues and challenges continued to grow in response to a larger population and increased demands on the land and water resources of the Town.

The work by the Commission involves several types of review: (1) "Request for Determination", in which the Commission is asked to approve a specific designation of wetland boundaries. (2) "Notice of Intent", meaning that an applicant has notified the Town of an intention to build a structure or otherwise to affect a wetland or nearby land. (3) Emergency Certificate, in which rebuilding a septic system or some other emergency warrants alteration of a wetland or nearby land on a short time scale. Statistically the work during 2001 included the following: 21 public hearings were opened for Requests for Determination, 57 public hearings were opened for Notices of Intent, and 23 Emergency Certificates were issued. In doing this, the Commission conducted 8 formal site visits, while agents William Turner, Heather Redding and Robert Williams conducted hundreds of site visits in relation to many ongoing projects, as well as new proposals.

The Commission issued Enforcement Orders and fines totaling \$3,650.00 in relation to 9 violations of the State Wetlands Protection Act and local wetlands bylaw. For the most part these represent instances in which work was performed within jurisdictional areas without the required permit. The most damaging violation occurred at the site of the new Greystone Elementary School on Vineyard Road, where a subcontractor failed to properly install required drainage controls prior to disturbing the entire site, with resultant heavy discharge of sediment to an adjacent wetland area following a heavy rain storm.

Remarkably, the Commission reviewed and approved only one single family residential subdivision in the course of the year, and that was only a two-lot subdivision known as "Pageant Way" located off Hildreth St., marking a dramatic shift in development away from the kind of projects that dominated the nineties. With the approval and implementation of the growth control bylaw by Town Meeting, it is anticipated this trend will continue. Alternative forms of housing developments presented the Commission with its more challenging proposals in the course of the year. The largest project coming before the Commission was the "Villages at Stone Ridge", a 110 unit "age-restricted" condominium development located on 123 acres located west of Tyngsboro Road at the Tyngsboro Town line. The site included the location of old rock and sand and gravel quarries, as well as extensive wetlands, including 4 vernal pools. With the cooperation of the developer, the project was designed so as to provide adequate buffering to wetlands and adjacent housing, while also maintaining important green travel corridors for wildlife. The developer will also provide trail easements to adjacent Town Forest land.

A creative project reviewed and approved by the Commission involves the redevelopment of the old Brookside Mill. The project will convert the derelict and dangerous old mill building into a 32-unit condominium development that will include several units designated "affordable" under



state standards. Because the building literally overhangs Stony Brook, very specialized protective measures will be employed to prevent discharge of any harmful construction materials to the Brook. A wastewater treatment plant, and stormwater management features will provide long term environmental protection for the Brook.

Conversion of past uses to meet modern needs is a common feature of recent development in Westford. During 2001, two major sand and gravel quarries were the focus of review of significant development plans. Along Groton Road, the old Farmer's pit as it was known, is now the site of Stony Brook Center, a mixed municipal use development, which will include a new middle school, recreational fields, and housing. The project design reflects significant environmental challenges, including protection of an adjacent Town well, the Town's only high yield aquifer, which is located under the site, and the habitat of the spotted turtle, a species of special concern under the State's Natural Heritage Program. The Commission is working with the Recreation and Water Departments to finalize a turf management program for the recreational fields to assure that fertilizer and pesticide use is strictly regulated so as to not endanger the nearby irreplaceable Town well. On Littleton Road the conversion of the Nardone sand and gravel operation to modern office park continued. Restoration of a pond and stream improperly disturbed during gravelling operations was completed as part of the first phase of the new development.

The Commission continued to work with Ed Kennedy throughout the year on his plans to build an 18-hole golf course on 150 acres located at the south end of Town on the Acton Town line. Pat Huckery, an environmental reviewer from the State's Natural Heritage Program, visited the site to investigate concerns regarding two state listed species known to exist in the area, the Blanding's Turtle and Blue Spotted Salamander. Her conclusion was that, as designed, the golf course project should not present a threat to the wetland habitat of these species. Final design work was under way at the end of the year and the Commission anticipated that required hearings would begin early in 2002. A special subcommittee was formed to work with Mr. Kennedy to address mitigation for earlier violations on the site.

In addition to concerns regarding wildlife, potential impacts to water supplies is a major concern. The project is located in the main zone of contribution for two public water supply wells in Acton. The model for the course will be the management strategies that have evolved on Cape Cod, which has some of the most sensitive aquifers in the State. Because of the projected amount of water use Mr. Kennedy may have to apply for a permit from the State for a withdrawal permit, and this may trigger review of the project under the state's Environmental Protection Act (MEPA).

In Massachusetts, very often, local boards do not have complete control of permitting of projects. In fact, decisions of the Conservation Commission, unlike any other development review board in Town, are subject to direct review and potential appeal by a State agency, the Department of Environmental Protection (DEP). This policy attempts to assure uniform application of the Wetlands Protection Act as it is administered by local volunteer Commissions in each city and town across the State. To assist Commissions, DEP has developed policies and guidelines for reviewing projects to assure that potential impacts to the interests protected by the Act are properly reviewed. Lake drawdowns, such as was applied for by the Nabnasset Lake Protective



Association is a category of particular concern for DEP. The Association is concerned about increased aquatic plant growth in a number of areas of the Lake over the past decade and the potential for a dramatic decline of water quality in the near future.

The ecology of Lakes and their associated wetlands is complex. The concern of DEP regarding drawdowns arises from observation that there are often unintended side effects from such drawdowns. For instance, a drawdown can expose swamp sediments to more rapid oxidation, which ultimately can raise nutrient levels in the Lake resulting in more frequent algal blooms and serious water quality degradation. This is one of many issues that must be considered. The DEP regional office, in its initial review of the application for the drawdown of Lake Nabnasset indicated that additional information was needed to address a checklist of issues it has developed for such projects. The Commission was particularly concerned about impacts to Shipley Swamp, a forty-acre wetland that would be directly impacted by the drawdown. Ultimately the Commission also determined that additional studies were needed to confirm that a drawdown could be conducted without causing harm to other aspects of this sensitive environmental area. The Commission has requested proposals from consultants experienced in these kinds of projects to complete the necessary studies. These studies will be funded, with the approval of the Selectmen, by filing fee receipts collected from applications received under the State Wetlands Protection Act. It is intended that these studies be completed by midyear to allow for hearings to set a management policy for the Lake to assure that it remains a valuable and vital resource for the entire Town.

While 2001 did not see major conservation land acquisitions, significant developments occurred that will set the stage for future progress in this area. Important additions were made to the Emmet Conservation Land during the year, including the purchase of 6 areas directly south of Kennedy Pond from Helen Martin and Donald Mitchell, as well as the transfer of 7 acres along Vine Brook from Recreation Commission care and custody to the Conservation Commission. Special Town meeting in November approved the donation of 15 acres located south of Vineyard Road from Guthall, LLC, adding to the already extensive Greystone area conservation lands. Also, final approval of a permanent Ch. 184 Conservation Restriction was granted for 37.5 acres located on and near Beaver Brook in the "Beaver Brook Estates" subdivision.

Conservation land acquisition follows policies developed in the preparation of the Town's Open Space and Recreation Plan, a critical part of the town's master planning activities. This plan is updated every five years, and in 2001 a Committee of citizen volunteers headed by Chairperson Margaret Wheeler of the Commission completed preparation of the draft stage of the document. A critical element in formulating the policies incorporated in this document was the Open Space & Recreation Survey completed in 1999. The diversity of comments received in the survey reflects the diversity of the Town's population, but the consistent finding is that the residents overwhelmingly perceive that it is very important to aggressively seek open space land acquisitions in order to protect critical resources, particularly water, while also maintaining a quality of life that includes opportunities for both active and passive outdoor recreation.

This sentiment was reflected in the community's strong vote for adoption of the Community Preservation Act in May of the year, when 62.5% voted in favor of the measure. This action will allow a 3% surcharge on property taxes (with important exemptions to protect low income and



disadvantaged property owners) to develop a fund that may be used to acquire land for conservation, affordable housing, historic preservation and recreation. The 3% level of surcharge will also entitle the town to apply for all available rounds of matching fund grants from the State. Recommendations for expenditures of these funds, which must be approved by Town Meeting vote, will come from a special Community Preservation Act Committee, comprised of members from the Conservation Commission, Historic Commission, Planning Board, Recreation Commission and Housing Authority. Marilyn Frank is the Conservation Commission's representative on the CPA Committee.

One of the more important recent conservation and heritage land acquisitions is the Hill Orchard and farm stand located on Chamberlin and Hunt Roads. The Town has been very fortunate to have contracted with the Levick family of Troy, New Hampshire to manage the orchard and stand, thereby preserving a kind of rapidly disappearing land use that once dominated not just Westford, but this entire region of the state. An extensive pruning project has been completed and an annual program of planting new trees instituted, both critical elements for long term maintenance of a thrifty and productive fruit orchard. Importance maintenance was performed on the farm stand, including reroofing and installation of a new garage door. A connection to Town water was completed which will greatly facilitate orchard maintenance activities. The Commission looks forward to additional improvements that will increase the value of this important resource.

One can get a measure of the strength of a community by the extent of the volunteer activity it demonstrates, and Westford is blessed with many outgoing individuals who give freely of their time and resources to assist others in every conceivable way. In addition to the Open Space and Recreation Plan committee and Community Preservation Act committee, Commission members have joined other citizens working on important land use issues on such committees as the Land Use Priorities Committee and Regional Trail Committee. The Conservation Commission has also been actively involved in participation of meetings of the Stony Brook Watershed Advisory Committee. This watershed covers 45 square miles and includes all or part of eight communities including Boxborough, Harvard, Ayer, Groton, Littleton, Westford, Tyngsboro and Chelmsford. In July 2001 A Stony Brook Watershed Assessment was prepared with information and 10 recommendations to continue to monitor and protect lands that protect water quality and quantity. In 2001 Marilyn Frank served as the Commission's representative, and will continue to do so in 2002.

Eagle Scout candidates from the Boy Scouts have traditionally conducted important public service projects on conservation land, and 2001 was no exception. Anthony Capriccio organized a very challenging project to install a footbridge over Nonset Brook in the Town's Emmet Conservation Land, making it possible to once again walk with dry feet from Texas Road to Kennedy Pond following flooding out of existing trails and stream crossings by beaver dams. Matt Davies led a project that created a new trail into the recently acquired Town's Picking Conservation Land on the west side of Gould Road. This very attractive trail runs past the recently restored pasture area of Meadow Brook Farm into the woods along Snake Meadow Brook amidst old white pine trees and moss-covered boulders. Steve Sears completed an important project to construct and install wood duck nesting boxes along Stony Brook in the Acker Conservation land of the Westford Conservation Trust. The Commission congratulates

and thanks these individuals for their dedication and hard work, which has resulted in very important contributions to the community.

The Commission would like to take this opportunity to especially thank Bobby Haigh of Bobby's Ranch on Durkee Lane for his valuable assistance to Eagle Scout Anthony Capriccio in completing the Nonset Brook footbridge, and also for his installation of a replacement footbridge over Nashoba Brook and a wetlands board walk in the southern part of the Emmet Conservation Land.

As always, the Westford Conservation Trust provided important maintenance activities on Town Conservation Land through its cooperative Stewardship Program with the Commission and our thanks go out to all those who take the time to keep an eye on town land and keep it tidy and attractive. We look forward in 2002 to an ambitious project on the Slifer Conservation Land on Gould Road to be conducted by the Westford Garden Club under Ellen Harde's direction. The project will include restoration of the gardens and flowerbeds, as well as clearing of an access trail to Keyes Pond.

In the course of the year Conservation Planner Heather Redding who had assisted the Commission for the past three years left to pursue other career alternatives. We will miss her dedication and hard work and wish her well in her future endeavors. In August, Westford native Bob Williams, who has recently received a degree in Urban and Regional Planning from Westfield College took over the position.

If you are interested in more information about the Conservation Commission, Westford's conservation lands, trails or wetlands and other natural resources, please visit the Commission's website, which can be accessed from the Town of Westford home page at <http://westford.mec.edu>.

Respectfully submitted,

Conservation Commission

Eric Fahle, Chair  
Marilyn Frank  
William Harman  
Peter Mahler  
Mary Trubey  
Margaret Wheeler  
Christie Williams

Bill Turner, Conservation Coordinator



## GEOGRAPHIC INFORMATION SYSTEM (GIS)

Westford's GIS (Geographical Information System) Program uses the latest mapping technology to compile, store, and retrieve detailed spatial information related to the town. For the past three years, the GIS department has been implementing and providing services such as updating the parcel boundaries and linking the parcels to the Assessor's database. The department has also been designing maps for various departments, committees and the public. Currently, Westford has eight (8) ArcView licenses available to essential town employees. This allows rapid access to critical town data from their computer systems reducing the dependence on paper plans.

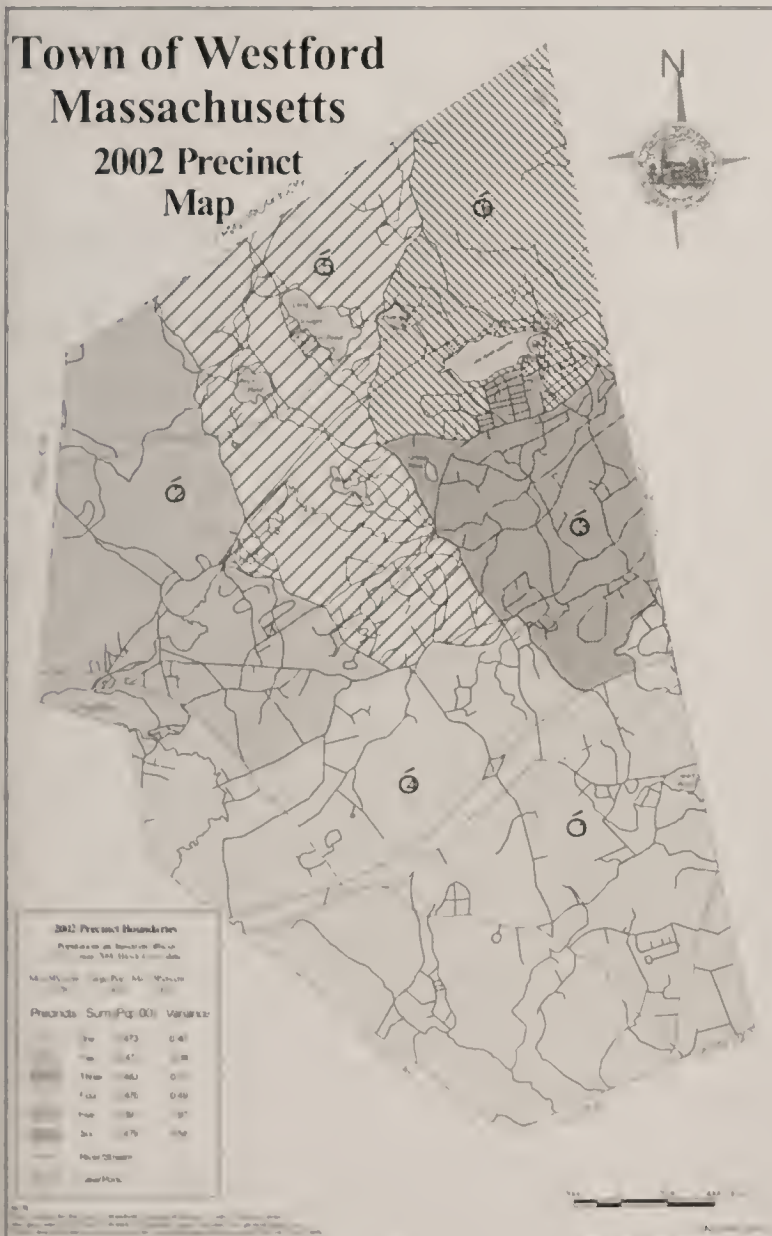
The GIS program evolved considerably in 2001 with the addition of John F. Diniz as GIS Program Coordinator. Two redesigned GIS kiosk stations are now available to the public in the Permitting Office on the second floor of Town Hall. The following data layers are now accessible at the GIS Kiosk: parcel boundaries, zoning, wetland delineation, surface water bodies, streams, partial building foot prints, town owned land, water mains, gate valves, hydrants/cisterns, 10 foot elevation contours, voting precincts, areas affected by title five,

location of municipal buildings, digital orthophotos, certified vernal pools, zone IIs, FEMA flood zones, catch basins and street centerlines.

In addition, GIS support has been extended to other departments. The Assessor's Office is currently utilizing an abutters' tool that links the parcel base map to the Assessor's Database, greatly reducing the amount of time it takes to generate an abutter list. The Highway Department is in the process of finalizing a town-wide inventory of stormwater features, using a GPS unit, to comply with EPA's Phase II, Clean Water Act. The Water department is also in the process of utilizing GIS to view and maintain the water distribution system. The Town Clerk's office is using GIS to map out voting precincts, trash and recycling routes. Moreover, the GIS group was instrumental in researching and assisting the implementation of a permit tracking system called CityView.

Other projects and maps completed in the FY 2002 included a town owned land map accurately showing which department owns each parcel

throughout town. A map showing the historical districts based on data provided by the Historical Commission, and a new zoning map approved at the town meeting on November 13, 2001 were also developed. In addition, the GIS Department made a digital orthophoto of Westford



displaying several data layers such as parcels boundaries, wetlands, certified vernal pools and municipal buildings.

Future projects that are being planned include a fly-over in the spring of 2003. This will give the town updated information on all of the new residential and commercial developments in Westford, enhancing the existing GIS database, providing 1" = 40' and/or 1" = 100' scale mapping. Secondly, a web based mapping application is also being planned. This will facilitate instant access to town data using the Internet.

Respectfully submitted,

John Diniz, GIS Coordinator



## GROWTH MANAGEMENT STUDY COMMITTEE

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In May 2001 the Town Meeting adopted Article 30 which amended the 1996 Growth Management Bylaw (GMBL) and set an annual rate of thirty building permits for most classes of new residential development. The original bylaw was complex and had some ambiguous areas that were not addressed by the 2001 amendment. The Planning Board adopted a special policy to clarify the procedures for permit issuance. The Board of Selectman appointed the GMBL Study Committee to address these issues and to draft the necessary changes.

Membership on the committee includes Article 30 proponents and members of the Board of Selectmen, Planning Board and Master Plan Implementation committee. The committee met eleven times in 2001 and fully intends to bring an improved GMBL to the Selectmen and Planning Board for consideration at the May 2002 Annual Town Meeting.

Respectfully submitted,

Growth Management Study Committee

Dennis Galvin, Chair

Wade Fox

Sam Frank

Bob Jefferies

Bob McCusker

Jose Ramirez

Chris Romeo

Bob Shaffer

## WESTFORD HOUSING AUTHORITY

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The Westford Housing Authority (established in 1971) is the local body responsible for the expenditure of State and Federal housing grants. We currently own and manage 73 units of housing for the elderly and disabled – 48 at 65 Tadmuck Road, 11 at 7 Cross Street and 14 at 7 Church Street. We also own and manage six units of affordable rental family housing and two homes that provide housing for eight people with mental illness. Our housing programs are subsidized and regulated by the Commonwealth and require no financial contribution from the Town.

The Board of Commissioners of the Housing Authority is made up of four Commissioners who are elected by the town for a five-year term and one who is appointed by the Governor. After completing nearly three terms as a Commissioner, Robert Ferreira resigned from the Board in May. The Commissioners wish to extend their sincere thanks and appreciation to Mr. Ferreira for his untiring efforts on behalf of the Housing Authority. Mr. William Coakley was appointed to complete Mr. Ferreira's term. In addition, Mr. Coakley was appointed as the Housing Authority representative to the Community Preservation Act Committee.

At the annual meeting of the Housing Authority Board of Commissioners held in June 2001 members were elected to the following positions:

Phyllis Koulouras, Chairman  
Carol Engel, Vice Chairman  
Muriel Drake, Treasurer  
Maria Hamer (State Appointee), Asst. Treasurer  
William Coakley, Member  
Christine Pude (Executive Director), Secretary

During 2001, the Housing Authority worked closely with the Town and the private developer who is renovating the Brookside Mill in Nabnasset to provide some affordable rental and first time homebuyer units. The May town meeting authorized \$150,000 for the Housing Authority to purchase three of the planned condominiums. The developer plans to begin construction in the spring of 2002.

After several years of master planning, the Housing Authority is ready to begin the development of 15 units of rental housing at the Stony Brook Center. These units will be a welcome and much needed addition to the diversified housing stock in Westford.

The May town meeting unanimously voted to transfer the parcel of land located at the corner of Tadmuck and Littleton Roads to the Housing Authority. The Commissioners plan to use this property to expand the elderly housing currently located at 65 Tadmuck Road. Plans for this expansion will begin in earnest during early 2002.



In the fall we underwent our semi-annual audit by the State Auditor's Office. The result of this audit disclosed no material weaknesses and that the Authority maintained adequate management controls and complied with applicable laws, rules and regulations.

As we do every year, the Board and Staff of the Housing Authority wish to acknowledge and thank the many individuals, as well the school, scouting and service organizations of Westford who have given so much of their time and resources during 2001 to make the lives of our residents that much more enjoyable.

Respectfully submitted,

Westford Housing Authority  
Christine Pude, Executive Director

## LAND USE PRIORITIES COMMITTEE

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In January of 2002, the Land Use Priorities Committee completed its objective of determining the long term land needs for the Town and identifying parcels that could potentially satisfy those land needs.

Based on surveys completed by the various town departments and committees, we project the need to acquire 161.75 acres of land to satisfy the Town's municipal needs. Projected municipal needs for land include:

- Fire Stations
- Recreation Fields
- Affordable Housing
- Middle or High School (dependent on future population growth)
- Land to move Historical Buildings to
- Town wells/Water Resource protection

The Town additionally has a goal to permanently preserve an additional 4500 acres of land. This number is derived from a modified preservation goal outlined in the Town's Master Plan. The modification was completed by the Open Space and Recreation Committee. Land can be preserved through land purchase, private owners permanently restricting their land, or acquiring land through open space developments. This lofty goal, though likely unachievable, does demonstrate how aggressive we must be in working towards the land conservation goals approved by the Town.

The Committee reviewed over 850 parcels via assessor maps, and visited (by viewing from the road) 154 parcels in an effort to characterize the land as best we could, and identify the potential uses for that land. Our final list contains 137 parcels which we feel hold potential for meeting the Town's land needs.

The Committee feels that open communication with landowners is important. We have contacted the landowners on our list to let them know that their land is of interest to the Town. It is our hope that as landowners land plans change, they will look to the Town first to discuss possible purchase, or other options, that would benefit the landowner and help the Town fulfill its land needs.

The Land Use Priorities Committee wanted to ensure that the plan we developed was implemented in the upcoming years. We therefore, recommended the establishment of the Land Acquisition Oversight Committee, which was subsequently approved by the Board of Selectmen in December of 2001. This Committee is chartered with maintaining open communication with landowners at an appropriate level, staying abreast of land coming up for sale, and ensuring that land is acquired in a timely manner to meet our municipal needs.



In closing, I would like to recognize the contributions of the Land Use Priorities Committee members. Our Committee was comprised of members with a good mix of expertise and opinions, and everyone worked hard to help the Committee achieve its goals. Our citizens, who volunteer their time to do much work in town, help make Westford the wonderful place that it is. Please join me in saying “Thank You”, not only to the Land Use Priorities Committee members listed below, but also to all the other people who selflessly give so much of their time for the town.

Respectfully Submitted,

Nancy Rosinski  
Land Use Priorities Committee Chair

Land Use Priorities Committee

Bill Barnett	Jeanne Drula	Mike Green	Diane Holmes	Chris MacMillan
Steve Ledoux	Bob LaPorte	Bob McCusker	Nancy Oakes	Margaret Murray
Chris Pude	Leslie Thomas	Kirk Ware	Christie Williams	

# MASTER PLAN IMPLEMENTATION COMMITTEE

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The Master Plan Implementation Committee (MPIC) is charged with providing the framework for the implementation of Westford's Master Plan, especially considering:

- open space protection;
- controlling the rate, amount and type of growth; and
- paying for growth

In 2001, MPIC was presented with two major opportunities to reach some of the Master Plan's goals: the Community Preservation Act and the reformatting and eventual revision of the Westford Zoning Bylaws.

## COMMUNITY PRESERVATION ACT

In late 2000, the Community Preservation Act (CPA) was signed into law by Governor Cellucci. The CPA is an innovative tool for communities to address important community needs. Once adopted locally, the act requires at least 10% of the monies raised to be distributed to each of three categories: historic preservation, open space protection and low and moderate income housing, allowing the community flexibility in distributing the majority of the money for any of the three categories as determined by the community. The act also creates a significant state matching fund of more than \$25 million annually, which will serve as an incentive to communities to take advantage of the provisions of this legislation.

The Master Plan Implementation Committee felt that Westford should embrace the CPA, as it addresses three foundations of our Master Plan: Historic Preservation and Community Character, Housing, and Open Space. MPIC urged the Board of Selectmen to appoint a CPA Study Committee, in which MPIC members were active participants.

Westford accepted the CPA in the spring of 2001, approving this at a Special Town Meeting in March 2001 and a Town Election on May 1, 2001. At the 2001 Annual Town Meeting, Westford voters unanimously passed Article 23 to amend the Westford Code by adopting a new Chapter 14 to be entitled "Community Preservation Committee."

Westford passed the CPA at the maximum 3% property tax surcharge, with two exemptions: property owned and occupied as a domicile by any person who qualifies for low income housing or low or moderate income senior housing in the town; and \$100,000 of the value of each taxable parcel of residential real property.

## ZONING BYLAW REFORMATTING

In January 2001, MPIC, under the direction of the Planning Board, began to examine Westford's Zoning Bylaws for ways to further the Master Plan and make the overall process clearer and more user-friendly. MPIC hired zoning specialist, Mark Bobrowski, to assist in this process. It was quickly determined that the zoning bylaws needed both reformatting (Phase I) and revising (Phase II). Phase I reorganized the zoning bylaws' text, and in some cases, revised the wording of the bylaws to improve clarity and understanding. Except in the areas where the bylaw had to be brought into compliance with state and federal law, no substantive changes were made.

The reformatted bylaw reorganized the provisions of Westford's Zoning Bylaw into 10 separate sections. A new definition section was created to clearly define critical words and terms throughout the bylaw.



Additionally, the tables of use were streamlined and are now found in appendices located at the end of the bylaw. The results of this work were presented at the November 13, 2001 Special Town Meeting and were passed by a 2/3 majority of the voters. As a result of MPIC's work, Westford has a new reformatted zoning bylaw, easier to use, understand, and a valuable tool for the Town.

Phase II work began immediately thereafter by highlighting the areas MPIC identified in Phase I as needing revision.

**OTHER MASTER PLAN ITEMS**

One of the key issues affecting Westford's Master Plan is the rate, amount and type of growth the town is experiencing. In Article 30, at the Fall 2000 Special Town Meeting, MPIC extended the time-span of the Growth Management Bylaw for an additional five years to January 1, 2006. In Article 31 dwelling units permitted in the Mill Conversion Overlay District were added as exempt to the Growth Management Bylaw. Both articles passed unanimously at STM.

To ensure the preservation of open space for Westford, MPIC supported Article 16 at the Fall 2000 STM, which transferred the care, custody, and control of Hill Orchard to the Conservation Commission.

In order to increase affordable housing in Westford, as well as provide land for municipal use, MPIC supported the Boston Road Master Plan. This plan (Article 11) was not adopted at the Fall 2000 STM.

MPIC would like to acknowledge and applaud the tireless leadership of Leslie Thomas, who stepped down as chairperson in August 2002. Most fortunately, Leslie remains an active advocate and member of the Master Plan Implementation Committee. Her experience in Zoning and Planning have been invaluable to MPIC and the Town of Westford. We would like to recognize and thank the members who have concluded their membership in MPIC: Lynn Cohen, Doug Deschenes, Peter Fletcher, Peggy Jungbluth, Ed Ketler, and Victor Weisenbloom. Their work has been priceless and we give them a grand round of thanks and applause. We also continue to welcome our newest members, Fred Palmer and Veronica Whitehouse.

Respectfully submitted,

Master Plan Implementation Committee

- |                         |                                |
|-------------------------|--------------------------------|
| Ingrid Nilsson,Chair    | Chris Romeo                    |
| Mary Trubey, Vice Chair | Bob Shaffer                    |
| Paul Alphen             | Leslie Thomas                  |
| Mary Caless             | Veronica Whitehouse            |
| Michael Green           | Sam Frank (non-voting)         |
| Diane Holmes            | Betsy Petit (non-voting)       |
| Fred Palmer             | Christie Williams (non-voting) |
| Andrea Peraner-Sweet    |                                |

## PERMITTING OFFICE

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The Permitting Office serves as a central location to obtain information and speak with staff members from the Building Department, Conservation Commission, Board of Health, Geographical Information Systems, Planning Department, and Zoning Board of Appeals. Designed to simplify, facilitate, and coordinate all phases of land use management, development, and environmental considerations, the office is frequented by, attorneys, committee members, contractors, developers, real estate agents and residents. Permit issuance demand has remained similar to that experienced since the late 1990's. The Building Department issued final occupancy for the Westford Academy addition as well as two office buildings, and building permits for two new schools. Overall, as building permit issuance for commercial sites decreased this year, the potential exists for this to increase in the upcoming year due to the number of commercial developments approved at Planning Board during 2001. The Board approved 186,000 square feet of office space, a new school, and an expansion of a school. As traditional subdivision applications have declined, the Planning Board has seen an increase in applications for condominium units at the Villages at Stone Ridge and the Brookside Mill.

To better meet the increasing needs of a growing community the Permitting Office welcomed the addition of a number of positions during this past year. The Building Department increased the Department Secretary position from part-time to full time, the Planning Department added an additional planner position, and the Board of Health now employs a part-time food inspector. The former GIS analyst position has been replaced with a GIS Coordinator position, with a greater emphasis on utilizing geographical mapping functions throughout numerous departments. These additional positions have been well needed and have greatly assisted in managing the high demand volume of the Permitting Office, however the office is now feeling a significant space crunch. Workstations have been established in unconventional locations, such as hallways and lunchrooms, making it difficult to work amongst the constant buzz of the office.

Geographical Information Systems has made significant advances throughout the past year. The Permitting Office counter now houses a computer solely for GIS purposes. Citizens can now visit the office, and through the use of Arcview software, view maps displaying property and Assessor information, zoning, aerial photos, and lot lines. Large maps displaying a variety of data are exhibited throughout the Town Hall. The use of GIS mapping has increased in everyday activities throughout various departments.

This past year has brought a number of technological innovations to the Permitting Office. With the assistance of senior workers and interns the new filing system housing files for all departments was completed this year. This was a multi-year project that has greatly facilitated locating and filing of information. The success of this project has spun off a similar conversion process in the Town Clerk's Office. After a significant amount of research regarding permit tracking software and a request for proposal process, the office awarded a bid to Municipal Software Corporation to develop a new system. The new software will be used by all boards to track applications, permits issued, and fees collected. Property information will be tracked by parcel identification and the mapping component will highlight the parcel as well. Staff anticipates the new program will provide a more efficient means to obtain and track all aspects of the Permitting Process.

Respectfully submitted,

Camille Pattison, Permitting Office Manager



# PLANNING BOARD

Sustained but relatively slower and varied growth under an air of economic uncertainty were the most salient characteristics for 2001. The impact of growth remained a primary concern for the Town as evidenced by the amendment to the Growth Management Bylaw submitted by a petition article and passed at the Annual Town Meeting. This amendment substantially reduced the growth rate limit, or the maximum number of building permits that may be issued for new dwelling units per year, from 125 to 30. Furthermore, when this number was adjusted under the planned growth rate due to the amount of exempt parcels and/or units for which building permits have not been issued, the growth rate limit was further reduced to 12 permits per year. Subsequently the Board of Selectman appointed a Growth Management Study Committee to review the newly revised Bylaw and prepare recommendations for addressing issues consequential to the growth rate limit reduction and other inaccuracies.

In addition, the Master Plan Implementation Committee undertook a major task, which resulted in the reformatting and updating of Westford’s Zoning Bylaw. While we may mourn the removal of language reminiscent of the past, such as “ice harvest or ice storage” for a defined use, the reformatting effort has been long overdue and has resulted in a vastly improved document.

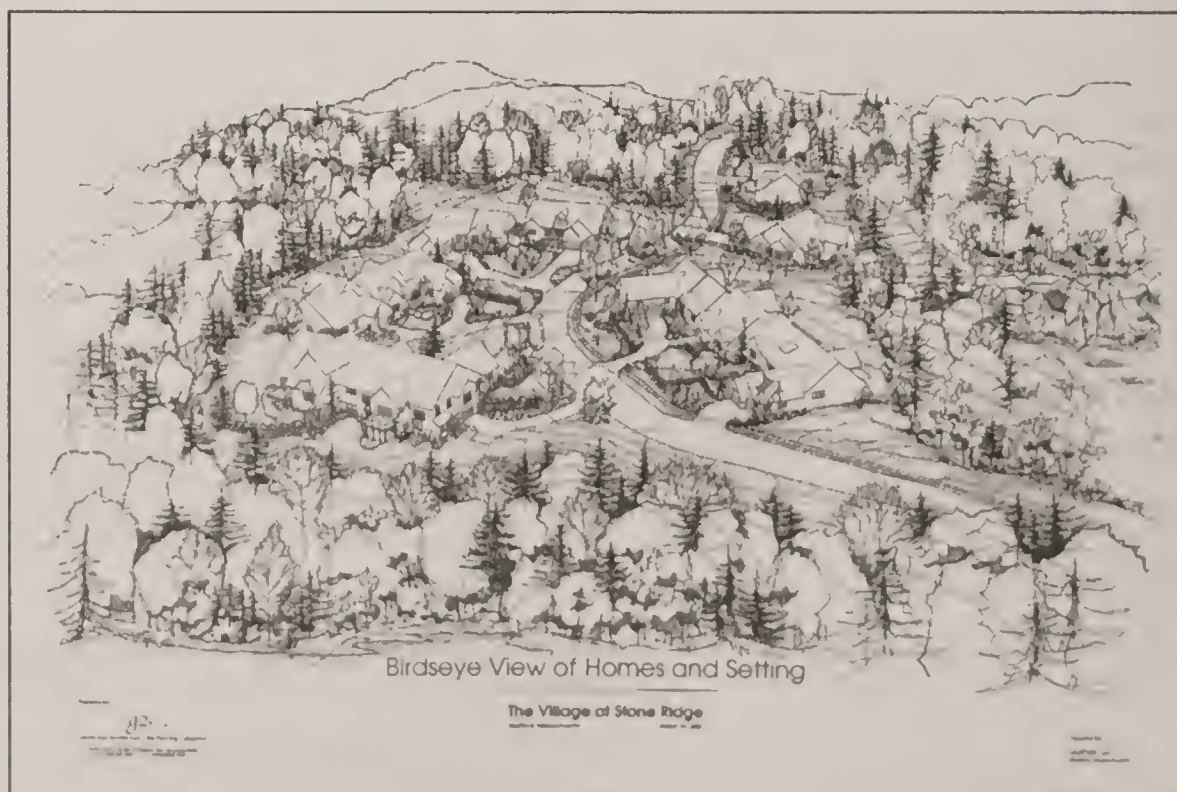
## APPLICATIONS

In 2001 the Planning Board approved approximately 186,000 square feet of office space, a daycare facility, various types of residential developments totaling 178 new dwelling units, a second middle school, and the expansion of an existing school. Following is a statistical breakdown of the types of applications and their end of year status:

PLANNING BOARD APPLICATION SUMMARY 2001					
TYPE	status				TOTALS
	APPROVED	DENIED	WITHDRAWN	PENDING	
SENIOR RESIDENTIAL MULITFAMILY DEV.	1	0	0	0	1
SITE PLAN	20	1	2	2	25
SPECIAL PERMIT (COMMON DRIVEWAY)	1	0	0	0	1
SP (EARTH REMOVAL)	1	0	0	0	1
SP (FLEXIBLE DEVELOPMENT)	1	0	0	0	1
SP (OPEN-SPACE RESIDENTIAL DEVELOPMENT)	0	0	0	1	1
SP (MILL CONVERSION PROJECT)	1	0	0	0	1
SP (PUBLIC SHADE TREE REMOVAL)	2	0	0	0	2
SP (SCENIC ROAD)	1	0	1	0	2
SP (WATER RESOURCE PROTECTION)	4	1	0	1	6
SP (WIRELESS COMMUNICATIONS FACILITIES)	2	0	0	0	2
SUBDIVISION	4	0	0	3	7
SUBDIVISION, PRELIMINARY	0	3	1	1	5
SUBDIVISION APPROVAL NOT REQUIRED	14	0	1	2	17
TOTALS	52	5	5	10	72



Site plan reviews were the most common agenda item at Planning Board meetings in 2001, however, the majority of these pertained to amending approved plans. Only six were for new construction. Of the latter, the Board reviewed a 49,000-square-foot office building on Groton Road and a 34,956-square-foot light industrial building on Liberty Way. The Board also approved the eleventh and most likely final building in Westford Technology Park and the last building of Primrose Park, both developments being located within the Route 110 corridor. Furthermore, proposals for the Stony Brook Center Middle School and Nashoba Technical High School expansion received the Board's approval. Next Generation Children's Center was also approved, adding another building to the existing daycare facilities at that site. Construction, however, did not begin during the year for any of the projects mentioned above. In contrast, the Villages at Stone Ridge was well underway by year's end. The site plan for this 110-unit development appeared before the Board as the first project under the Senior Residential Multifamily Overlay District, effective in providing a variety of housing opportunities for people fifty-five years of age and older, including a ten percent affordable housing component.





Special permit applications reviewed by the Planning Board covered a wide range of uses, from a common driveway request to the siting of wireless communications facilities. Notable projects included the approval of the Brookside Mill conversion into thirty-five residential units, the first of its kind under the Mill Conversion Overlay District. This mill conversion represents a collaborative effort between a developer and the Town in order to preserve the area's historic character and provide diversified housing opportunities. The two special permits under the Siting of Wireless Communications Facilities involved placement of telecommunications devices on an existing building and, very creatively, the Abbot Mill smokestack.



Existing Brookside Mill.



## *Planning Board*

The Planning Board approved only two definitive subdivisions in 2001, both being minor in nature. Two preliminary subdivision plans were denied, one over reasons of the number lots serviced by a dead end street and other primarily over site access issues.

### **SUBDIVISION RULES AND REGULATIONS/ ZONING ORDINANCE AMENDMENTS**

While there were no changes to the Subdivision Rules and Regulations, the Zoning Ordinance received several important amendments and an entire reformatting, as described above. The amendments consisted of various revisions to the Growth Management Bylaw, involving a substantial reduction to the growth rate limit, miscellaneous corrections, and an added exemption for Assistant Living Facilities; the addition of a “wetland” definition and removal of outdated sections relating to wetlands; the inclusion of a 2,500-square-foot building footprint limitation for child care facilities in residential zoning districts; and two situations of parcel rezoning.

Respectfully submitted,

Planning Board

Peter Fletcher  
Michael Green  
Thomas Mosscrop  
Andrea Peraner-Sweet, Chair  
Robert Shaffer

Eric Ekman, Town Planner



# STONY BROOK CENTER MASTER PLAN COMMITTEE

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The Stony Brook Center Master Plan Committee is comprised of 15 members and is appointed by the Board of Selectmen. The Committee has worked diligently over the past 2 years facilitating the creation of a master plan for the development of the 150-acre, Town-owned land commonly known as the Farmers Pit. The result of this design effort, a multiple-facility master plan, was adopted by vote of the May, 2000 Annual Town Meeting. The Committee has spent the last year involved in the implementation and further facilitation of this plan and anticipates that the first building, a 750-student middle school, will begin construction in the early part of 2002.

In the performance of its duties during the past year, the Committee has taken the following actions:

### LAND SUBDIVISION & TRANSFERS

An amendment to the original subdivision for the overall parcel was developed, in order to properly permit the creation and transfer of on-site parcels such as the 7-acre Housing Authority property. The Committee also worked with the Selectmen and the Town Managers Office in order to prepare and record all deeds & legal documents needed to fully sanction the approved master plan and subdivision.

### SITE DEVELOPMENT AND ARCHITECTURAL PLAN REVIEW

During 2001 the Committee was significantly involved in the review and facilitation of the various site, architectural, and engineering plans prepared by the Permanent School Building Committee, Housing Authority, and Recreation Department. The role of the Stony Brook Center Master Plan Committee was one of a recommending body, and the committee worked collaboratively with the chosen architects and engineers in order to ensure compliance with the intent of the approved master plan. By the end of the year, the Permanent School Building Committee had acquired all local and state approvals for the newly proposed middle school, the Housing Authority had revised the proposed affordable housing complex site design and issued a Request For Proposals (RFP) for the project, and the Recreation Commission had developed satisfactory recreation facility plans with the assistance of the Permanent School Building Committee.

### SECURED PRIVATE FUNDING/CONTRIBUTIONS

The Committee, through assistance from the Planning Board, was able to secure valuable voluntary contributions of labor and materials from the local development community. These important contributions resulted in the re-grading of the larger 90 acre development site & the contribution of significant amounts of fill material; all at no cost to the Town. This volunteer work was begun in October and completed by December. With the completion of this first phase of site development work, it is anticipated that the Permanent School Building Committee will begin work on the middle school in January or February of 2002 with a project completion projection of Spring, 2003.

Respectfully submitted,

Stony Brook Master Plan Committee

Andrea Peraner-Sweet, Chair	Bill Coakley	Mark Hamel	Warren Sweetser
Dini Healy-Coffin, Vice-Chair	Paul Davies	Steve Ledoux	Leslie Thomas
Paul Alphen	Jean Drula	Patti Mason	Kirk Ware
Chip Barrett	Eric Fahle	Chris Pude	Robert Welch
Jeff Chelgren	Sandra Habe	Robert Smith	

# ZONING BOARD OF APPEALS

The Zoning Board of Appeals is a quasi-judicial body of five members and two associate members chartered under both State Law (Chapter 40A) and the Westford Zoning Bylaw. The Board is appointed by the Board of Selectman, and acts in four primary areas:

- Variances
- Special Permits
- Appeals to the decisions of the Building Inspector and Code Enforcer
- Comprehensive Permits (State Law)

The Board meets monthly to hear a variety of petitions. The following table represents the year statistically:

ZBA Summary Sheet 2001					
	Open	Granted	Denied	Withdrawn	Totals
Variance	0	58	2	12	72
Use Variance	0	3	1	1	5
Special Permit	0	5	0	0	5
Appeal of the Building Inspector	0	0	1	1	2
Totals for the Year	0	66	4	14	84

(This chart indicates the total number of requested actions from each category, not the number of submittals. For example a single submittal for 3 different variance requests is listed as 3 variances in the above table.)

Variances comprised the majority of applications received by the Zoning Board of Appeals in 2001. Of these Variances, the majority were requested due to proposed additions that would encroach upon the required minimum front, side, or rear yard setbacks. As seen in 2000, this year also had numerous applications for Variances to allow for additions encroaching upon setback requirements and Variances authorizing the expansion of a nonconforming structure in excess of the permissible fifty percent of the first floor area. Verizon withdrew their application for two Variances to expand a non-conforming structure by more than 50% of the first floor area, and encroach upon the side yard setback in a Residential A zoning district.

The Board received five Use Variance applications, three of which were granted, one was denied and one was withdrawn. Use Variances allow a use otherwise not permitted in the Zoning Bylaw’s Table of Use Regulations. The first Use Variance was granted to construct one residential unit on the second floor of a former hardware store in Graniteville. The second Use Variance was granted at 25 Carlisle Road to operate a Veterinary Dermatology Clinic in an IB zone. Finally, the third Use Variance granted, permits the operation of a ballet studio as a home occupation in a Residential A zoning district. The granted Variances often contained conditions,



some of which were extensive, to insure that the project's scope was limited and the impact to abutters was minimized. Omnipoint Holdings, Inc, proposed a Use Variance for a Cellular Communications Facility in a Residential A zoning district, subsequently denied by the Board.

Another notable case was a petition including a Use Variance, Variance, and Appeal of the Building Inspector's decision for altering and enlarging an existing telecommunications facility in a Residential A zoning district. This petition was withdrawn without prejudice. In addition to the above stated case, the Board upheld the Building Commissioner's decision on an appeal for a home occupation in a Residential A zoning district.

This year also saw six Special Permit petitions. These requested actions included Special Permits for two accessory dwelling units, operating a floral business in a residence, use of a building for a residence in an Industrial B zoning district, and an addition to an existing non-conforming structure.

Respectfully submitted,

Zoning Board of Appeals

Ellen D. Doucette, Chair

David Earl

Jay Enis

Sam Frank

Roger Hall

Ronald H. Johnson

H. James Kazeniac

## BOARD OF HEALTH

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In 2001, the Board of Health continued their proactive approach toward furthering the review, initiation and implementation of various health care and environmental issues that affect the Town of Westford. Among the most notable of these was the adoption of a new Body Art Regulation, and revisions of the Board's Tobacco and Water Supply regulations. These initiations and revisions were made in response to changes in Massachusetts State codes and to continue the Board's ability to meet the challenges of a changing community and its increasing health issues.

Other significant new Board activities in 2001 included our active part in monitoring the West Nile Virus concerns and our participation in Beaver Control management as required by State regulations. The Board is also currently developing a Board of Health Emergency Action Plan to enable us to optimize response to threats of biological, chemical and nuclear accidents or terrorism.

In 2000, the Board proposed to create and staff a new position of Sanitary Food Inspector and to pursue the reorganization of our overall staffing resources by creating a new position of Director of Health. Town meeting approved the position of Sanitary Food Inspector but did not approve the position of Director of Health.

Following the election of 2001, the Board of Health voted to reorganize as follows

Louis Ashley	Chairman
Joseph Guthrie	Vice Chairman
Zac Cataldo	Secretary
Kevin R. McCusker	Member
Anthony Gemmellaro	Member

The Board of Health was supported by the following full time positions

John Garside	Director of Environmental Services
Sandy Collins	Director of Health Care Services (25 hours per week)
	Tobacco Control Director (12.5 hours per week)
Darren McCaughey	Assistant Director of Environmental Services
Laurie Lessard	Board of Health Senior Secretary

The Board of Health was supported by the following part-time positions

Sue Withers	Substance Abuse Services Coordinator
Mary Brush	Tobacco Control Coordinator
Tina Grosowsky	Tobacco Control Coordinator
Sue Rosa	Public Health Nurse
Pamela Ross-Kung	Food Inspector
Susan Cohen / Cindy Seammon	Registered Dental Hygienists
Michael Harrington	Animal Inspector
Judy Bassett	Animal Inspector
Sharon Aaron	Animal Inspector
Tim Whitecomb	Animal Inspector
Tracy Griffin	Department Secretary



## HEALTH CARE SERVICES

2001 was a very active and challenging year for the Health Care Services department of the Westford Board of Health. We remain committed to providing the highest quality of health care and to meeting the daily challenge of designing and delivering comprehensive and accessible health services for our residents and employees.

In March, we passed new Body Art regulations after tattooing was made legal in Massachusetts. Our regulations provide minimum requirements that must be met by any person performing body art upon any individual. The regulations also address the sanitation of the premise where tattooing is performed, sterilization procedures for the equipment, and certain prohibitions that are deemed necessary to protect the public's health by preventing disease.

The Board continues its campaign against tobacco use. In November, we reviewed and revised our tobacco regulations. Changes included the removal of all tobacco vending machines; the requirement that all new restaurants be 100% smoke free, and increased fines for establishments that have repeatedly sold tobacco to minors. We wish to acknowledge the outstanding job of our tobacco program staff, Mary Brush and Tina Grosowsky, who ensure compliance to our local regulations and educate the public and merchants on the dangers of smoking and environmental tobacco smoke. We will continue to work closely with the School department, town employees, community and professional organizations, and local businesses to ensure a comprehensive approach to tobacco control.

In April, we held our annual Smoke Free Health and Safety Day at the Abbot school. Over two-thousand persons participated in this program filled with family activities that included a free barbecue, games, activities and prizes for everyone. In addition to these outdoor activities we provided a Health Fair in the Abbot gym, which offered free health screenings, the services of over 40 health-care providers, and valuable preventative health information.

In 2001 we offered a number of educational programs to the community on a variety of topics including: Family vs. Pop Culture, Depression, Title V, Heartburn, Managing Menopause, and Skin Health. In the schools, we provided additional programs on the following topics: Use of Meningiococcal Vaccine, Breast and Testicular Cancer Self Examination, Ban the Burn (skin cancer), Tobacco and Substance Abuse, and Germ Control through Proper Handwashing.

Westford was one of the first communities in the state to offer an expanded meningitis vaccination program to graduating high school seniors. Because statistics suggest those college freshmen who live in dorms have a significantly greater risk of contracting the disease, this service was an important addition to the services we currently offer. With the assistance of the school nurses, we also continue to offer the hepatitis program to all 6<sup>th</sup> graders.

A dental program is offered in the schools through the Board. Students in grades 2, 4, and 6 are offered cleanings screenings and fluoride treatments. Grades K, 1, 3 and 5 receive a screening and education. This year we hired two new registered dental hygienists, Susan Cohen and Cindy



Scammon, who did a wonderful job in the schools and are committed to providing an excellent oral health program to the students.

In March, we applied for a mini grant and we received \$1800 to provide a skin cancer initiative in the community. We conducted a comprehensive educational campaign in the schools, with area pediatricians, the recreation department, and area dermatologists. We purchased 6 sun umbrellas for local beaches so that residents could use them for protection from the sun. At the J.V. Fletcher Library during August, we setup a table to display information about the program and provide educational materials on skin cancer. Special thanks to Sue Rosa R.N., our dedicated public health nurse and program coordinator, who reached over 3000 families through this program, while continuing all her other varied clinical responsibilities for the Health Care Services division.

Substance Abuse Prevention Coordinator, Sue Withers has been a valuable asset to the department and we appreciate her motivation in developing creative substance abuse prevention programs within the community. Many of these efforts were made possible through collaborative efforts with WASA, the Westford school system and the Westford Police Department. In its second year, the Strengthening Families Program, designed to ease the transition to middle school while focusing on building stronger family connections, was a success. More than 330 families in Westford pledged to participate in the **SafeHomes** Program. The number of families choosing to participate in the program more than doubled from the first year. **SafeHomes** is an initiative that promotes a safe environment for youth and fosters communication and clear expectations. A number of public awareness campaigns, including Alcohol Awareness Month in April and the Celebrate with Care promotion during the holidays, provided opportunities for heightened community consciousness.

Unfortunately, as a result of September 11<sup>th</sup>, our efforts to prepare for a bio-terrorism attack or a flu pandemic became even more imperative. In December, we organized a panel discussion with Department of Public Health (MDPH) and Massachusetts Emergency Management Agency (MEMA) for emergency management and hospital personnel, school administrators and nurses, and infectious disease clinicians from eight surrounding communities. We will continue to develop our response plans and work with our emergency management, fire, police, and others to assure community preparedness.

As in the past, the Board provides a number of disease prevention and health prevention programs to residents and town employees. These include lead, cholesterol, diabetes, and hypertension screenings; flu/pneumonia, adult and child immunizations; well child clinics, mammograms, pap smears, and tuberculosis testing. We follow-up on all reports of communicable diseases and provide home visits to the homebound needing health supervision visits. We inspect and permit tanning and massage facilities and recreational camps and issue permits to all qualified massage therapists. A complete listing of services is accessible and can be found on [www.westford.com](http://www.westford.com). These combined efforts continue to emphasize our belief that primary and preventative care is the single most effective means of reducing illness in our community.



I would like to express my sincere appreciation to all the health professionals, organizations, town departments, school nurses and administrators, RCC, Council on Aging and volunteers who offer their time, expertise and financial support throughout the year to assist our efforts when asked. We are able to accomplish so much more with your help. Thank you.

Respectfully submitted,

Sandy Collins  
Director of Health Care Services

### CLINIC SERVICES AND COMMUNICABLE DISEASE REPORTS

Salmonella	4	Flu Inoculations	2470
Lyme Disease	6	Pneumonia Inoculations	106
Hepatitis B	4	Hepatitis B Inoculations	272
Campylobacter	4	Hypertension Screening	468
Hepatitis C	1	Lead Screening	28
Pertussis	2	Cholesterol Screening	27
Giardia	5	Dog/Cat Bites	16
Streptococcus Pneumonia	1	Birds positive for West Nile	12
Mammograms	16	Well Child Clinic	4
Pap Smear Clinic	10	Home Visits	63
Tuberculosis Testing	67	Meningitis Vaccination	44
MMR/TD/Hep A Vaccinations	103		

### DENTAL PROGRAM

Total # in Program	235
Total # of exams	235
Total # of cleanings and fluoride treatments	99

#### Total # of Referrals:

Caries	37	Orthodontics	50	Sealants	61
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#### Total by class:

Kindergarten	49	4 <sup>th</sup> grade	36
1 <sup>st</sup> grade	44	5 <sup>th</sup> grade	11
2 <sup>nd</sup> grade	50	6 <sup>th</sup> grade	13
3 <sup>rd</sup> grade	32		

### HEALTH FAIR STATISTICS

Cholesterol Screening	118	Blood Pressures	136
Stress Profile	52	Ortho/Oral Screening	36
Blood Sugar	100	Womens Health	205
Oximetry/ Peak Flows	161	Vision/Glaucoma	220
Colorectal	125	Body Fat	210
PSA	26	Hearing	37

## ENVIRONMENTAL SERVICES

This year we saw significant developments and accomplishments in environmental health. Some of which include the hiring of a part-time sanitary food inspector to help meet the growing demands of the food protection program, revisions to private water supply regulations, the issuance of emergency beaver management permits, confirmation of West Nile Virus in dead birds, and the mercury thermometer exchange program in which mercury containing thermometers are exchanged for mercury-free thermometers. The Board would like to thank the Westford Recycling Committee for their help with the mercury exchange program.

Pam Ross-Kung was hired as the permanent part-time sanitary food inspector after many years of providing consulting services to the town. The Board also reviewed and permitted several new food establishments this year. Some of the notable ones were Meat Again, Bamboo, Nona Rosatti's Pizza (at Greystone Market), and Dunkin Donuts (at Exxon). Again this year we had significant fair-type events that required special attention due to their temporary nature. These included the Pig N Pepper festival, 4-H fair, and the Chocolate Sundae Festival.

Revised Private Water Supply regulations were adopted this year to assure that irrigation wells are installed without cross-connections to potable water systems, to define personnel that are qualified to draw water quality samples, and to increase the offset distance from wells to lot lines. Also this year three homeowners received loans to upgrade their septic systems through the town's septic loan program. This program allows qualified homeowners to borrow money from the town and pay it back through a property tax betterment.

The Board in conjunction with the Massachusetts Department of Public Health conducted a West Nile Virus surveillance program again this year. The Board, through its animal inspectors collected suspect dead birds and arranged for analysis at the MDPH State Laboratory. Twelve of the specimens submitted were positive for West Nile Virus. Geographically these positives were spread throughout the town and most abutting communities have also had birds test positive for West Nile Virus. Westford belongs to the Central Massachusetts Mosquito Control Project and they provide the town with mosquito control services such as the application of larvicide to breeding areas, low volume spraying for adult mosquitoes, and water management programs. By controlling the mosquito populations that serve as the vectors for West Nile Virus and by promoting human behavior that decreases our exposure to adult mosquitoes we have provided the best prevention against West Nile Virus.

Throughout the year the Board has worked with consultants and the Town Manager's office to survey beaver activity and damage on town owned properties. At the Fall Special Town Meeting voters appropriated monies to provide for some remediation activities as required when beaver activity threatens health or safety. This year the Board issued two emergency dam breaching/modification permits and four emergency trapping permits. In addition to these permits the Board denied many applications and performed many site inspections in response to beaver complaints. Beavers are expected to be an ongoing issue in the coming year.



The Board continues to inspect, permit, and monitor water quality at our town beaches, recreational camps, and semi-public swimming pools. Significant revisions to the state bathing beach regulations were effective for the 2001 bathing season. These changes included among other things, the increased frequency of water quality sampling from biweekly to weekly, and stricter definitions as to what is an acceptable indicator organism for biological contamination. All the recreational waters that the Board samples were within acceptable limits with the exception of Wyman's Beach for a three day period in August.

Again this year, the Board has been very active and thorough in their review and inspection of residential subdivisions, site-plan reviews, special permit applications, zoning board of appeals applications and hazardous material storage. Particularly noteworthy was the opening of Kimball Farm Bumper Boats this season, which required many inspections due to the operation of the bumper boat pond and the use/storage of hazardous materials.

Respectfully submitted,

John Garside  
Director of Environmental Services

**ANIMAL INSPECTION SERVICES**

Michael E. Harrington, Chief Animal Inspector  
Asst. Animal Inspectors: Sharon Aaron, Judi Bassett, and Tim Whitcomb

Animal Inspectors are responsible for the issuance of quarantines for animal bites, the submission of suspected rabid or diseased animals to the Massachusetts Dept. of Public Health for testing. Additionally, animal inspectors perform barn, kennel, stable, and piggery Inspections. The Animal Inspectors work with John Garside, Director of Environmental Services, to promote animal health and help prevent animal-borne diseases. 2001 proved to be an extremely busy year. In addition to regular duties, numerous dead birds were collected and sent to the Massachusetts Department of Public Health for testing for West Nile Virus, as part of the West Nile Virus surveillance program.

**PERMIT & SERVICES RECEIPTS**

Type of Permit Issued	Amount Received
Septic Disposal Works (Septic) Permits	\$ 12,475
Installer's Permits	4,100
Hauler's Permits	1,000
Food Service Permits	9,710
Frozen Dessert Permits	175
Pump Permits	500
Well Permits	1590
Beach Permits	750
Pool Permits	450

*Board of Health*

Stabling/Piggery Permits	260
Camping/Hotel/Motel	600
Soil Evaluation/Percolation Testing	23,125
Tanning Permits	200
Tobacco Sales Permits	1,400
Massage	<u>1,200</u>
	\$57,535

<b>Additional Receipts</b>	<b>Amount Received</b>
Cholesterol Screenings	333
Immunizations	4,025
Lead Testing	186
Dental Screening	<u>495.</u>
	\$ 5,039

Respectfully submitted,

Board of Health



## COUNCIL ON AGING

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### **CAMERON SENIOR CENTER**

The Westford Council on Aging is located at the ADA handicap accessible former Cameron School, 20 Pleasant Street, now named the Cameron Senior Center. If you have not had the occasion to visit us, please drop in. We opened our doors in June 1994.

### **PURPOSE**

The Council on Aging (COA) was established on March 11, 1967, pursuant to Chapter 40, section 8B of Massachusetts General Laws, to provide services, advocacy and information to improve the quality of life for all Westford residents who are 60 years of age and older. The COA is appointed by the Board of Selectmen and works under the guidelines of the Executive Office of Elder Affairs.

### **MISSION**

The mission of the Westford COA is to promote the physical, emotional, and economic well being of older adults, and to promote their participation in all aspects of community life.

### **FACILITY**

The Cameron Senior Center is a community focal point where older adults come together for services and activities that reflect their experience and skills, respond to their diverse needs and interests, enhance their dignity, support their independence, and encourage their involvement in and with the center and community. Cameron is shared by the entire community for human service needs. The eight-classroom facility is supervised, scheduled and maintained by the Director of Elder Services. The COA moved into Cameron on June 23, 1994.

### **STAFFING**

The Board extends their heartfelt sympathy to the family of Livia DeMarino. Lil was the Senior Aide Outreach Worker for the COA for 18 years. She was an advocate for the elderly in Westford. Lil passed away in February and is deeply missed at the Cameron Senior Center.

Council on Aging Town supported employees are: a full-time Elder Services Director, a part-time Senior Aide and a part-time Social Worker. Joanne Sheehan completed her ninth year as Elder Services Director. Rita Boisvert is in her first year as Senior Aide Outreach Worker. Judy Ramirez, our Licensed Clinical Social Worker, has made a major impact on assisting elders at risk while in her first year. Kathy Mull was welcomed in February as the Coordinator of the Adult Supportive Day Care Program, located at 65 Tadmuck Rd. Carolyn Harlow is the Certified Activities Coordinator at the Adult Supportive Day Care. Pamela Ricard served as the Adult Day Van Driver for nine months and Mary D'Eon has taken over that position. We welcomed John Fanning to the maintenance position at the Adult Supportive Day Care. The Senior Center has five part-time employees supported by the Town. Gene Salovitch, Custodian and maintenance person, has taken Cameron into his capable hands and done an outstanding job. Marjorie Hunter is in her seventh year on our staff as the Registrar. Marjorie is a tremendous asset offering word processing along with bank deposits, program registrations and coordination of various activities. Miriam O'Connell joined our team in 1997 as the afternoon



Registrar. Miriam, a former volunteer, assists with accounts payable, bus trips, word processing and whatever is asked of her. Gertrude Membrino, a four year volunteer, has complimented our Clerical/Registration staff with coverage of the front desk. Christine Irvine completed her second year as Administrative Assistant and has made a major impact with all that she does.

Eugene Jungbluth, Lead Van Driver, assumed the data entry responsibilities needed for the Executive Office of Elder Affairs and is funded from the Elder Service Corp. Volunteer Program. Marie Lawrence is the Manager of the Merrimack Valley Nutrition Program. Pam Ricard is the Assistant Site Manager for the Meals on Wheels and congregate lunch program. Richard Bennett is in his fifth year as the nutrition assistant and performs various tasks for the center, which are funded by an Executive Office of Elder Affairs Incentive Grant. Mary Sudak, our Senior Meals on Wheels driver, continues to do a terrific job delivering hot lunches and as our evening Supervisor. Alison Morse replaced Pam Ricard as our Meals on Wheels driver. We thank Hazel Evans for managing the White House Greeting Program, which has been terminated. Patricia Szymkowski provides office support and telephone outreach, funded by a grant.

Our Senior Companion Program is federally funded by Community Teamwork, Inc. and provides us with the service of Ena Hopkins, Margaret Tebbetts and Millie DeMattia. Senior Companions do a fine job visiting and communicating with homebound elders in Westford. These ladies are a vital link to the community for the many people they serve.

Foster Grandparents provide services to children in the Westford schools. Our three Foster Grandparents are Irene Diette, Sabina Coleman and Mary Nugent. Nine elders donated hours to the Retired Senior Volunteer Program, serving Westford Rehabilitation and Nursing Center, Cameron Senior Center and the Chelmsford Senior Center. The RSVP volunteers are: Helen Brickett, Monique Brule, Juliette George, Aime Gervais, Helen Holt, Marguerite Lynady, Mary Sawosik, Kathleen Teague and Thelma Zielinski.

#### **ADULT SUPPORTIVE DAY CARE**

After two years of planning and developing, the Westford Council on Aging opened its Adult Supportive Day Care Program in February of 2001. Kathy Mull was hired as the Coordinator of the Program, and Carolyn Harlow as the Activities Coordinator. Kathy is a former Director of a Council on Aging and an Outreach Worker, and Carolyn has been the Director of a Social Day Program and an activities director at several local nursing facilities.

Provider Contracts were awarded by Elder Services of Merrimack Valley and Minuteman Senior Services of Burlington. These contracts allow us to provide services to home care clients in both of their provider areas. Westford C.O.A.'s Adult Supportive Day Care is also a member of Massachusetts Adult Day Services. We follow Standards and Guidelines as set forth by the National Council on Aging and the National Adult Day Services Association for Core Services. All Staff members and volunteers are CORI checked (criminal background check). Key staff and volunteers are trained in CPR/defibrillation. We have a Certified Activities Coordinator.

The Adult Supportive Day Care Program operates out of the Westford Housing Authority's Felix Perrault Community Room at 65 Tadmuck Road. The program is open three days per week, Mondays, Tuesdays, and Thursdays from 8:30 a.m. to 4 p.m. Those elders needing transportation are brought to Tadmuck by the Council on Aging van.



Our program provides frail or isolated elders a social program in a safe “home away from home” environment. One of our goals is to provide our elders with interesting and fulfilling activities that promote dignity and self worth, confidence, socialization, and stimulation. Our program provides a place where the elders we serve come to a comfortable atmosphere where they can maintain their independence, make new friends, and remain active.

An average day consists of morning coffee and snack, followed by current events both local and national, and then discussion. Then we have chair exercises and warm up followed by a game, craft, word games, and/or an individualized activity. A hot lunch is then provided by Merrimack Valley Nutrition Program. After lunch is more quiet time with games, word search, or a musical program. Mid afternoon we have a snack then games such as bowling, golf, horseshoes, etc. We have monthly birthday celebrations, special holiday and seasonal celebrations. We also have been out to lunch three times this year, and have participated in the Council on Aging’s special dinners, such as “Gay Nineties”. One of our best times this year was our first “Annual BBQ” which was actually held indoors because of a downpour. We planted some rose bushes and plants at Tadmuck for Arbor Day.

Twenty-five intakes were done in the past year, with twenty-one elders considered appropriate for the program. Some of our elders come for one day, some for two or all three. We also offer half-day programs with lunch if needed. We had an average of 10 core clients per week. Those that have left the program have done so because of illness, moving out of state, or need for placement in a skilled nursing facility. We have also referred some elder clients that needed more medically monitored day care to other “adult day health” programs.

We also work closely with the Council on Aging Social Worker, Judy Ramirez, to assist our clients and their families with other needs that may be needed at home.

This past year we have been fortunate to have a wonderful group of volunteers come forward to assist us. We have had volunteers from the Tadmuck housing complex, the tax-relief program, students doing community service for their churches and schools, and numerous residents who offer their services, such as musicians and singers. Some have provided program materials such as games, crafts supplies, etc. We are extremely grateful for all their support throughout this past year. Without them it would have been a more difficult task to get this program off and running.

We want to thank the following people for their hard work this year in getting this program off to a good start, and for their continued support: Joanne Sheehan and her staff at the Cameron Senior Center, The Westford Council on Aging Board of Directors, the Friends of Cameron Senior Center, the Westford Housing Authority, Elder Services of Merrimack Valley, Minuteman Senior Services, Merrimack Valley Nutrition Program, the Executive Office of Elder Affairs, and the Westford Fire Department. We thank the Selectmen and all those at Town Hall who has supported this most worthwhile program.

Anyone interested in our program or volunteer opportunities, please call Kathy Mull at (978) 692-0803 or Joanne Sheehan at (978) 692-5523. We offer free trial days for any interested elders or their family members.



## **TRANSPORTATION**

Van service provides transportation for the elderly and disabled to meet their obligations for keeping medical, nutritional, social, shopping and other appointments. The service operates within Westford and surrounding towns including Chelmsford, Lowell, Concord, Burlington, Billerica, Carlisle, and Groton. Funding began in 1998. Two vans were put into service this year covering a combined 31,722 miles. Van 1 services the Cameron Senior Center and Van 2 services the Adult Supportive Day Care Program at Tadmuck. Van 1 transported one hundred thirty six (136) people for 505 medical appointments, 729 nutritional, 1226 social, 107 shopping, and 2593 other appointments. The Town acquired Van 2 from the Lowell Regional Transit Authority. This van was put into three-day-per-week service in February and covered 6017 miles.

## **SENIOR SOCIAL SERVICES**

Judy Ramirez, L.I.C.S.W., was hired in January 2001 as the Social Worker for Westford Senior Services. Judy is a 25-year Westford resident and has experience in social work and the health care field. The year has been filled with many unique challenges as she has quickly become acquainted with many of Westford's seniors and their various needs. By definition, the scope of the position is very broad and requires knowledge of available services and local characteristics. Judy has been visiting seniors in their homes and at the Senior Center, assessing and providing referrals to in-home services, Day Programs, and implementing emergency crisis intervention as needed within the community in a confidential and caring manner.

Senior Social Services during 2001 have involved collaboration with many other town departments including the Police Department, Fire Department, Town Manager, Environmental Services and the Board of Health, among others, as issues have arisen requiring the expertise of these various town departments. In addition to local services, agencies within the greater Lowell area and Elder Services of Merrimack Valley, have been called upon to assist with elder issues throughout the year.

As the result of a COA newsletter survey of senior residents, a new support group was initiated this year. The group began for seniors who have relocated and moved in with family members to offer help for those whose "roots" have been transplanted. The name of the group is "From Perennials to Annuals in the Garden of Life", a title given to the group by one of its members. Our support group was meeting on September 11<sup>th</sup> when the terrorist attack took place and we were able to offer support to each other and to the many people who joined with us on that day. Our seniors have been wonderful, stable, experienced resources for all of us as we have all struggled through these extremely difficult times.

More than 1200 telephone contacts have been made, 228 home visits took place, and over 100 office visits were made over the year. We look forward to the New Year and will continue to provide quality service to any senior or their families in 2002. Judy can be reached at the Cameron Senior Center for requests or appointments.

## **SENIOR AIDE OUTREACH**

One of the primary functions of the COA is to assist elders with problems, questions and difficult situations. The Council has an Elder Services Director, Social Worker, Senior Aide outreach Worker and volunteers who can provide assistance, information and referral services to elders



needing help with prescription drugs, social security, insurance, housing, public assistance, nutrition, transportation, financial counseling, fuel assistance, etc. Outreach assistance may be obtained by calling or visiting Cameron Senior Center. Home visits may be arranged by appointment. A Cameron Senior Center brochure was published by the Council on Aging in 1998 and is available free of charge to all that request one. A monthly newsletter is produced for all Westford households in which a senior resides. Please call us at 692-5523 to receive yours.

Rita Boisvert started as Senior Aide Outreach Worker for the Town of Westford in the spring of 2001. She has enjoyed the job of meeting, visiting and helping seniors. Sometimes just stopping in to talk makes the day much more pleasant for the seniors that do not have too many visitors. Four hours each day, five days a week, from 8AM-Noon, her day begins at the Cameron Senior Center then working at her desk on reports and visiting schedules until 9:30 AM. From 9:30-noon she visits two or three seniors, making sure that they have no problems.

### **SHINE**

Dorothy Hall completed her eighth year as a certified SHINE Counselor (Serving the Health Insurance Needs of the Elderly). In this role she helps Medicare beneficiaries of all ages compare various insurance options and benefits. As a counselor she explains how Medicare works with other insurances such as Medigap and Health Maintenance Organizations, reviews current coverage, provides a comparisons of plans, starts appeals if necessary, and protects individuals from paying bills they should not pay, as well as helping individuals fill out insurance claims forms and public benefits applications also.

This year, 2001, she made 288 one-on-one contacts to 101 individuals, plus consultations by phone too numerous to count. The intent is to determine the most relevant plan for the individual while considering the most cost-effective one for the senior. In the past, Medigap policies that supplemented Medicare became too expensive for seniors on fixed incomes. This year we have seen Health Maintenance Organizations raising rates so substantially that now even the HMO's are prohibitive for some. Coupled with the rate increases is the fact that local physicians and other health care providers have severed their contracts with the HMO's leaving limited affordable access to health care for our low-income seniors.

One saving grace this year was the Prescription Advantage Program which was initiated by the State of Massachusetts this past April. All seniors 65 and over, as well as the disabled under 65 are eligible. This program is an Insurance Program, not an Entitlement Program, and is subject to deductibles and co-payments with a graduated monthly premium for all those whose household income exceeds \$16, 152 for a single, and \$21, 828 for a couple. Many seniors have requested applications to file for this program, which in turn could supplement a non-drug Medigap policy. Statewide, over 50,000 individuals are now part of this program.

### **MONEY MANAGEMENT**

Money Manager Lynne Gill is certified and trained as a volunteer to provide free service to assist low-income elders who are having difficulty writing checks and managing their money. Money managers are bonded and can be used as a bill payer service or representative payee service.

Her job as a money management volunteer is to set up a workable budget for her clients and to serve as a bill-payer, writing checks for clients physically unable to do so. At present Lynne has



3 clients, 2 of whom are legally blind, and the third widowed, with problems writing legibly. At their first meeting, it is determined how often they need to meet – weekly, monthly, or somewhere in between, depending on their needs.

A filing system is set up for paid bills and to make sure clients have a secure place to keep all unpaid bills so they can be located at each visit. If a client needs to file for taxes, she sorts out the bills and other papers with tax impact, though she is not a tax preparer.

In addition to writing checks for their signatures, she addresses envelopes when necessary, sorts their mail, reads to those who are sight impaired, and discards the ever-present junk mail. After analyzing their phone bills for a couple of months, she has suggested and arranged for changes in both long-distance and local phone service to save expenses. She intercedes with companies whose billing seems in error (1 client had been switched to AT&T without her knowledge) and with client banks to get the most cost-efficient account given their circumstances (i.e. no fee checking, special checks for visually-impaired individuals, direct deposit of social security checks, direct debit of some bills).

After the bill paying is concluded, Lynne usually stays for a short visit and talks with them about their lives and families – the best part of her “job” as a money management volunteer.

**TAX COUNSELING** continued to be provided to the elders in Westford by the dedicated volunteer Hal Schreiber. Working with AARP, this program will continue under the direction of Hal Schreiber.

#### **TAX PROGRAM**

For the third year Dorothy Hall volunteered to coordinate two tax relief programs for Westford’s elderly:

The Council on Aging administers the **SENIOR TAX WORK PROGRAM** for the Selectmen. Again, 25 were assigned to work with a Town Department to complete 100 hours for a \$600 rebate on the FY ’02 Real Estate Tax Bill. The list requesting assignment is growing each year as the Real Estate Taxes escalate. This program is not income-based and open to all 60 and over. The one stipulation is that each senior must agree to work out a compatible arrangement about his or her time and duties with the department head to which assigned.

The **TREAD** Program (Tax Relief for the Elderly And Disabled) is dependent on household incomes of the applicant(s). For FY ’02 our fund was approximately \$9200, which was due in part to one generous donation of \$5000. The number of applicants increased this year and after careful review of 19 applications, approximately \$7200 was awarded for stipends ranging from \$150-500 toward their third quarter tax bill. The remaining money remains in an interest-bearing account to be used toward next year’s awards. Since the TREAD Program is entirely dependent on the generosity of individuals and local businesses, an appeal is again being made for money to fund the FY ’03 program. It is imperative that we help our seniors over 65 and the disabled under 65 to maintain their independence in their long time residences in Westford. Tax-deductible donations can be made at any time by check, payable to the Town of Westford and designated for the TREAD Program.



## **WESTFORD COMMUNITY FOOD PANTRY**

The Food Pantry is housed at the Senior Center and is available to all Westford residents. The pantry relies on a dedicated group of volunteers for all services including the delivery of groceries to homebound. Thanks for the hard work of volunteers: Suzanne Zimmerman, Mary Gallant, Patricia Stacey, Grace Basner, Tom Fletcher, Pat Gallo, Linda Maguire, Norman St. Onge, Annette Cerullo, Elwin Bagley, Chuck VanLandeghem, Linda Newhard, Antoinette Cairns, Hazel Evans, Joseph Payne, Lucien Lamy, Chet Sienkiewicz, Dick Severyn, Sharon Boonstra, Kevin McKenna, Don Moncreaff, John Fanning, The Wu Family and Cy Pipan. The Kiwanis, along with local businesses and residents, have given tremendous support to the Food Pantry. A Project Bread Grant was approved to continue to meet the Pantry's increased demand. Thank you to all of the volunteers who pick up and deliver the donated food, along with the staff that continues to pitch in wherever needed. USDA food continues to be available to Westford through the efforts of Representative Geoff Hall and is available monthly to the income eligible. We are most grateful for the cooperation of the school department providing the lift truck and the monthly services of Richard Crocker, Raymond Ricard, Kurt Franz and Richard McLaughlin to pick up the food in Lowell for us. United Way Funds were awarded in 2001 to provide elders with an extra bag of groceries.

## **GRANTS**

Formula Grant funding from the Executive Office of Elder Affairs has provided us with funds for postage for our monthly newsletter, along with a nutrition assistant. The Massachusetts Cultural Council funded the entertainment for our annual Gay 90's luncheon and cookouts to assist the Music Makers. A \$1 a year lease was continued with the Lowell Regional Transit Authority to provide the Council with a van to transport elderly and disabled. A state grant was secured to provide pedestrian accessible restroom doors at the Senior Center and Adult Supportive Day Care. We also received semi-emergency funds for caretakers provided by E.S.M.V. and E.O.E.A. funds for Adult Supportive Day Care.

## **RESPIRE & COMPANION CARE**

The respite and companion care program provides supervisory care and attention to isolated and/or convalescent elders to allow the caretaker a time of relief from daily routine. The fee is \$8 per hour with a maximum of \$125 per day. Call 978-251-8491 for more information.

## **LEGAL SERVICES**

The COA can refer you for assistance with legal issues such as consumer protection, evictions, food stamps and other similar problems. Attorney Leslie Madge, along with other attorneys, provides a free private consultation on all matters with Westford seniors on a bi-monthly basis at Cameron. For a confidential appointment call 978-692-5523.

## **REFERRAL**

The Elder Service Director and Licensed Clinical Social Worker can assist elders and their families in referring them to services offered through the COA. Such referrals can include:

- Home Care Services: to assist older adults to remain in their own home. Eligibility guidelines are based on age, need and financial circumstances. Services include: case management, chores, emergency shelter, homemaker, home health aide, personal care and protective services.
- Adult Supportive Day Care: Includes adult day health and supportive day care.

- Alcohol Treatment
- Alzheimer's Disease
- Suicide Prevention
- Nursing Home Placement
- Hospice Programs
- Parkinson Support Group
- Bereavement Support Group
- Consumer Credit Counseling
- Relocation Support Group "Annuals to Perennials"

## **HUMAN SERVICES**

The following human service programs may be accessed through the Director of Elder Services and the L.I.C.S.W. for the entire community:

- Fuel Assistance
- Food Pantry
- Government Surplus Food
- Holiday Baskets
- Respite and Companion Care
- File of Life
- Medical Equipment Loan
- Money Management
- Pharmacy Assistance
- Eldercare Fund
- Tax Work Program
- Transportation
- Thrift Shop
- Tax Relief for the Elderly and Disabled (TREAD)

## **NUTRITION**

The COA sponsors the following programs:

- Congregate Meals: congregate meals are available five days a week at the Cameron Senior Center. The donation is \$1.50 per meal, and you must call two days in advance. The number for the Merrimack Valley Nutrition Program is 692-4480, 10AM-1PM.
- Home Delivered Meals: This program is federally funded to provide hot meals, five days a week, to elder Westford residents who are homebound. A limited number of weekend frozen meals are available. Donation is \$1.50 per meal; call 1-888-820-5423 for more information and referral.
- Food Pantry: no requirements to be met to receive food. The sole purpose is to help any family or single person in need. Food Pantry hours for pick-up are the 3<sup>rd</sup> Monday 1-3:30 PM, 3<sup>rd</sup> Wednesday & 3<sup>rd</sup> Thursday 8:30-11:30 AM.
- Holiday food baskets are provided to eligible seniors and community members through the generous support of St. Catherine's, Westford Police Association and many local businesses, residents, churches and youth groups.
- The Kiwanis hosted a cookout for seniors at the Cameron Senior Center and entertainment was provided.
- American Legion Post 159 and the Firefighters Auxiliary hosted a ham & bean supper at the Franco American Club.



- A cookout was generously hosted by Senator Panagiotakos and State Representative Geoff Hall at Cameron, with entertainment provided.
- Jim Geraghty Family & Friends hosted a turkey dinner for seniors at Thanksgiving for a fourth year with cooperation from the School Department.
- Friends of the Cameron Senior Center hosted their second holiday luncheon for seniors at the Franco American Club. Friends provided a noontime cookout at Cameron in celebration of Independence Day.

## **HEALTH**

The following health services are available to Westford elders:

- Adult Maintenance Clinic: 2<sup>nd</sup> Tuesday of every month at Roudenbush Community Center.
- File of Life Kits: available from the Senior Center and funded by the Council on Aging.
- Well Elder Clinic: sponsored by the Lowell Visiting Nurse Association at elderly housing on the 2<sup>nd</sup> Wednesday of the month from 2-4 PM and Cameron on the 4<sup>th</sup> Wednesday of the month from 8-10 AM.
- Flu and Pneumonia Vaccines: available in the Fall.
- Hearing Tests: available the 2<sup>nd</sup> Tuesday of every month at Roudenbush.
- Podiatry Clinic
- Medical Equipment: the Senior Center has available for borrow such items as wheelchairs, walkers, commodes, canes, crutches, hospital beds, etc.
- SHINE Counseling
- Respite and Companion Care

## **CAMERON SENIOR CENTER ACTIVITIES**

The Senior Center offers the following:

- Speakers: guest speakers address topics such as the health care proxy, insurance, financial planning, estate planning, homestead act, fitness, etc.
- Activities: bridge, bingo, ceramics, crafts, chorus, pool tables, knitting, whist, country line dancing, train club, library, drop-ins and other similar activities on an on-going basis.
- Instruction is on going in the areas of: aerobics, art media, strength training, investments, T'ai Chi, and handcrafts.
- Support Groups: the Center offers support groups and referrals throughout the year in areas such as Money Management, Alzheimer's disease, Parkinson's, Bereavement, Caregiver Support and Relocation.
- Trips: the COA supported twelve trips this year to museums, theaters, casinos and shows along with special events, luncheons, socials, evening hours and such activities as the Walk for Elders.
- Drop-In Center: the Center is open and staffed Monday through Friday from 8 AM-4 PM for people who care to drop in and visit. Cameron is open for activities on Thursdays 6:30-9:30 PM.
- Thrift & Gift Shop is open Monday – Friday, 9-3.
- Bookmobile
- Tax Assistance
- Middlesex Train Club meets at Cameron, Wednesdays, 7:30-10:00 PM.
- Merchants Discount Program available at the following locations thanks to the tireless effort of Charlotte Scott, Merlyn Cajole and Aime Gervais: Pets, Pets, Pets; Photo

Finish; D’Angelos; Supercuts; Before & After; Westford Valley Eye Care; The Family Eye Care Center; Pizza Express; Looking Good Haircutters; Holly Hill Framing; JoAnn Fabrics; and Agresti’s.

Monthly volunteers were recognized and include:

Bob Eickel	Chet Sienkiewicz	Darrell Baker
Linda McGuire	Frank Gaudio	Don & Louise Moncreaff
Anita Velantzas	Frank Buffo	Alice Lamy
Grace Basner	Edwin Fraser	Mary Daly

**FRIENDS OF THE CAMERON SENIOR CENTER**

The Friends of the Cameron Senior Center, Inc. is a non-profit corporation formed to raise funds for our Senior Center in lieu of funds from local or state Government. The Friends provided funding for many programs at the Senior Center this year, along with new donor plaques.

**LONG RANGE PLANS**

The COA completed the plans for the long awaited landscaping with the help of Nick Reed. A lease was continued with the Lowell Regional Transit Authority (LRTA) for the COA Van which transports 14 elders and the disabled in Westford and was put on the road in December 1999. Thank you to Westford resident, William Kavanagh, the town’s representative to the LRTA, for his assistance in obtaining the van. Future plans include the Council completing landscaping with a bench and sign, replacement of exterior doors and a pavilion.

**THANK YOU**

The COA remains dedicated to addressing the needs of the elderly in Westford. In addition to the staff the COA would like to thank those individuals who have volunteered their services to the Council on Aging. We would also like to express our thanks publicly to the following Town Departments and Committees along with all the Clubs, Organizations and Businesses for their continued support and cooperation: Fire, Health, Highway, Library, Police, Recreation, Recycling, Roudenbush, Schools, Selectmen, Town Manager and Water. Also the American Legion Post 159 and 437, Scouts, Franco American Club, Veterans Post 6539, Friends of the Cameron Senior Center, Hidden Valley Home and Garden Club, Kiwanis, Lions, LRTA, Rotary, Newcomers & Friends, Westford Garden Club, Cultural Council, St. Catherine’s, St. Mark’s, United Methodist and First Parish Churches, Banks, Representative Geoff Hall and Senator Steve Panagiotakos. Thank you each and every one. Without the help of organizations, Town Departments and individuals aforementioned, we would be unable to furnish the many services available to the seniors of Westford. Thank you to Judy Ramirez, Dorothy Hall, Eugene Jungbluth, Kathy Mull, Lynne Gill and Hal Schrieber for their contributions to the Town Report.

Respectfully submitted,

Council on Aging

Helena Crocker, Chairman	Cecilia Healy	Evan Schapiro
Judy Bartlett, Vice Chairman	Eugene Jungbluth	
Robert Tierney, Secretary	Nancy Cook	Joanne Sheehan, Director



## SENIOR CITIZENS' TAX RELIEF TASKFORCE

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The Senior Citizens' Tax Relief Taskforce was formed in February, 2001, to assess the tax relief needs of our seniors and to look into finding ways to offer some relief for the town's escalating real estate taxes. The taskforce was charged with reviewing existing progress for senior tax relief; formulating recommendations on changing existing state statutes; coordinating efforts with other communities and organizations; and to meet with state legislators and the Westford Board of Selectmen to develop strategies for implementing recommendations.

Initially, the taskforce's efforts were to look at reducing tax liability of eligible seniors in Westford by working with legislators to try to increase the federal poverty level (FPL.) . All 50 states were surveyed to identify senior tax relief provided in those states. Letters were sent to our federal legislators with copies to state officials for guidance to increase the federal poverty level in order to make more seniors eligible. We are awaiting further consideration by their offices. However, at this time, the taskforce has concluded that any attempt at a change should probably be pursued at the local level.

Upon the taskforce's recommendation, Chapter 380 was placed on the warrant and passed at a special town meeting in the spring of 2001. Chapter 380 increases the income and asset limits for various clauses within Massachusetts General Law chapter 59. A few of our committee members took the information gathered thus far and conducted a presentation for the Massachusetts Councils on Aging Conference which was held in Falmouth in October in the hopes of soliciting support from other communities and groups. The presentation was well attended and there was interest by the attendees in learning more about existing and future options.

As of this writing we are anticipating presenting a warrant article for inclusion at the 2002 annual spring Town Meeting. The process is slow and will be ongoing. The Senior Citizens' Tax Relief Taskforce is still pursuing all options, but specifically those of a local nature at this time.

### **Senior Citizens' Tax Relief Taskforce members**

Judith Ramirez, Chairperson  
Frances Considine  
Dorothy Hall  
Diane Holmes  
Eugene Jungbluth  
David Keele  
John Lowrey  
Paul Murray  
Mary Sawosik

## VETERANS SERVICES

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The Veterans Services for the Town of Westford was subjected to a change in structure during the past year. The office, while in the course of re-organization, continued to provide services and benefits to eligible veterans and their dependents.

Following the change, the Veterans Service Officer and Assistant, received training, in September, from the Department of Veterans Services. Covered was the process of administering financial and medical assistance, as outlined in Chapter 115 of the General Laws of Massachusetts, training on the new technology that will be in place by the first of 2002, and the legal aspects of Veterans claims.

The Veterans Services offer burial, job programs and housing assistance, along with food and fuel aid programs to qualified applicants.

The Office of Veterans Service is now in the process of relocation from Town Hall to the Senior Center at Cameron. It is expected to be complete by the middle of March 2002. When established it will contribute to combining Westford's social services in one location.

Thank you to all Departments in Town, American Legion Posts, and the VFW for their support of the Veterans Office during this year of transition.

Respectfully submitted,

Paul F. Murray, Veterans Service Officer  
Helena Crocker, Assistant

Office of Veterans Services  
Cameron Senior Center, 20 Pleasant Street  
Westford, MA 01886

Tel: 978.392.1170 Fax: 978.692.8589  
Email: [pmurray@westford.mec.edu](mailto:pmurray@westford.mec.edu)



## WASA (WESTFORD AGAINST SUBSTANCE ABUSE)

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WASA is a network of individuals and organizations working in partnership to plan and implement strategies designed to prevent alcohol and other drug-related problems. Membership in the organization is open to any concerned group or individual. A working Board of Directors, consisting of 9-15 members manages the affairs of the organization. The Board of Directors is composed of representatives from a cross section of the Westford community. Programs sponsored by WASA include Last Night, SafeHomes Program, Strengthening Families Program and a Celebrate with Care holiday campaign.

Officers in 2001:	President	Ray Peachey
	Secretary	Nancy Oakes
	Treasurer	Joe Greene/Chris Pazienza

## HISTORICAL COMMISSION

The Westford Historical Commission had an active year continuing to fulfill its charter: preserving, protecting and developing the historical and archeological assets of the town. Outstanding achievements include getting Graniteville and Forge Village Historic Districts listed on the National Register of Historic Places and winning a 2001 Massachusetts Preservation Award for the second year in a row.

### NATIONAL REGISTER OF HISTORIC PLACES



Graniteville Historic District 2001. Pictured from left, Roland Pendlebury and Stacey Peron from Historical Commission, Diane Healy, Organizer of Graniteville Pride, and David Bruce, Highway Dept.

The Massachusetts Historical Commission (MHC) voted to approve our nomination for placing the *Graniteville Historic District* on the National Register of Historic Places on June 13, 2001. A public hearing for the Graniteville Historic District was held on May 9, 2001 at the Graniteville Pride Committee meeting. MHC at their December 12, 2001 meeting in Boston approved our nomination to place *Forge Village Historic District* on the National Register. We held a hearing at Cameron School on this nomination on November 12. We also submitted nominations for two additional historic districts *Brookside Historic District* and *Parker Village Historic District* to the Massachusetts Historical Commission for inclusion on the National Register. We immediately began work on establishing eligibility for listing on the National Register of our cemeteries. The Commission hired Sanford Johnson to write nominations for the Fairview

Cemetery and the West Burial Ground on Concord Road. We anticipate to submit the cemetery

nominations to the MHC in the spring 2002.

Jane Hinckley took responsibility for getting the two new historic districts properly marked with signs at each entrance. Jane worked with the highway department to get this accomplished.

### DEMOLITION DELAY BYLAW

We continue to administer Westford's Demolition Delay Bylaw. We developed a set of criteria and a process for administering the bylaw, and we developed a brochure that describes the bylaw. We also prepared a new "Determination of Applicability" form for distribution at Town



Forge Village received Historic District 2001. Pictured from left, Jane Hinckley, Historical Commission, David Bruce, Highway Dept., and Beverly Johanson, Forge Village Historic District organizer.



Hall. We obtained the names of several house movers. We have processed 8 demolition permits resulting in an opportunity for us to accurately research, record and photograph the historic properties prior to their removal to another site or their demolition:

Old Parsonage, 4 Church Street (recommended preservation; may be moved to Forge Village Ballpark).

House at 17 Old Road, built c. 1790, recommended preservation; we are working to find a lot for the house.

49 Cold Spring Road, demolition approved

House & barn at 145 Littleton Road, built c. 1850, recommended preservation of barn; working with 4-H to move the barn to the Westford 4-H grounds. While the house was not deemed to be historically significant possible acquisition by the Housing Authority.

8 First Street, demolition approved

527 Groton Road, demolition approved

3 Rutland Circle, not eligible for review built in 1964

## MHC 2001 PRESERVATION AWARD

The Commission was very pleased to submit a winning nomination of Bob Webb, Margaret Webb and Bob Waskiewicz for the prestigious Massachusetts Historical Commission's *2001 Preservation Award* for their outstanding work in preserving and restoring the former Gould

Picking Farm today known as

Meadow Brook Farm. The

nomination listed the following areas as accomplishments:

- Adaptive reuse/rehabilitation (House, Barn and out buildings).
- Community Outreach (Outreach Gardens grown by local churches for local missions)
- Education (newspaper series, presentation of restoration at Museum Lecture Series).
- Local preservation
- Media (newspaper articles, slide show),
- Restoration (House, Barn and out-buildings).

Copies of the award nomination are available at the J. V. Fletcher Library and at the Museum Cottage. The award was presented by Secretary of the Commonwealth William Francis



Two "Bobs" are honored with the 2001 Preservation Award. Pictured from left: Ken Tebbetts, Historical Commission, Bob Webb, Margaret Webb, Secretary of State, William Galvin, Bob Waskiewicz, and Assistant Town Manager Jeff Chelgren.

Galvin at an awards ceremony held at the Massachusetts State Archives on May 31, 2001.

## DOCUMENT PRESERVATION GRANT

The Westford Historical Commission joined the JV Fletcher Library and Town Clerk to have a survey performed of the town's historical records and record holders under the \$6600 grant we obtained from the Documentary Heritage Grant program of the Massachusetts Historical Records Advisory Board (MHRAB). Town records definitely require better storage facilities. We also jointly sponsored several seminars relating to document preservation.



## **WESTFORD KNIGHT PRESERVATION**

In an effort to find an effective means of preserving the “Westford Knight” carving from further deterioration, particularly during the winter months, Phil Gilbert made a wooden cover for the “Westford Knight” during the winter months. The Commission worked with interested “Westford Knight” groups to develop a long-term solution to preventing further deterioration of the engraving.

## **WORK WITH OTHER TOWN BOARDS**

Ken Tebbetts represents the Commission on the Community Preservation Act Committee and is working with the Recreation Commission to move the old Parsonage in Graniteville to Forge Village ball field for their use.. Stacey Perron represents the Commission on the Monument Committee, and Sally Benedict is our liaison with the planning board. Jane Hinckley is our liaison with Town Hall and the Library. The School Committee invited us to their “Westford Trivia Night” to welcome the new superintendent of schools, Stephan Foster. We worked with Graniteville Pride and Forge Village Coalition on the historic district public hearings and signage.



*Scenic Road sign being set up in late fall.*

## **SCENIC ROADS**

The Commission completed the sign project to identify with signs the four Scenic Roads. Westford's scenic roads are Hildreth Street, Old Road, Old Lowell Road and Vose Road.

## **CAPITAL IMPROVEMENTS**

Our capital improvements budget was used to install air conditioning in the Westford Museum and Cottage. A new bathroom sink was installed in the Museum. We are also obtaining quotes for installation of new windows in the Museum Cottage. New shades for the windows were purchased and installed by volunteers for the Museum.

Respectfully submitted,

Historical Commission

Kenneth Tebbetts, Chair  
Bob Oliphant, 1<sup>st</sup> Vice Chair  
Jane Hinckley, 2<sup>nd</sup> Vice Chair  
Sally Benedict, Treasurer

Maria Crocker Joncas, Secretary  
Stacey Perron  
Phil Gilbert, Alternate  
Deborahanne Mayer, Alternate



## WESTFORD HISTORICAL SOCIETY, INC.

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The year 2001 was a productive one for the Historical Society. We continued to deliver solid programs for the community including new exhibits, a spring and fall lecture series, folk and chamber music concerts, educational tours for all Westford third graders, historical craft demonstrations and genealogical and deed research and a new Genealogy 101 class.

WHS, Inc. was deeply saddened by the terrorist attacks on The World Trade Center, The Pentagon and the plane crash in Pennsylvania on September 11<sup>th</sup> and extends its sympathy to all the victims with a special tribute to Westford's victims Susan MacKay and James Hayden. The WHS, Inc. is creating a chronology of the events as they unfold.

### HIGHLIGHTS

Our Executive Director, Marilyn Day, worked tenaciously throughout the year, responding to the Society's daily needs including: creating new and interesting exhibits, identifying photographs, organizing deed research files, responding to requests for genealogical research, getting our files in order and producing a terrific new calendar for 2002. Marilyn also added a number of items to the Museum Store including the Westford Afgan, cards, maps, books and posters.

Our collections manager, Helen Raine continued to update our collections database, receiving many new artifacts. Marion Thompson worked many long hours identifying and preserving the collection with Helen and Marilyn.. The Society can now quickly and easily locate over 5,000 artifacts. The accomplishments of our collection team are enormous for us, for it allows us to provide better exhibits, know who are donors are and give historical information to the community.

### VOLUNTEERS

Many volunteers have brought great energy and enthusiasm by giving time, donating or loaning artifacts, providing information or photographs to the Society, including but not limited to: Louise Abbott, Mary Caless, Helena Crocker, Patti Dubey, Paula Eldridge, Jodi Geary, Ruth Nesmith Hall, Ellen Harde, Bette Hook, Ron and Mary Jo Johnson, Andrew Kusmin, Mary Lacey, Pat Louch, Shirley MacDougall, Deborahann Mayer, Rita Edwards Miller, Susan Misialek, Nancy Oakes, Margaret Ryan, , Sandy Shepard, Leslie Thomas, Veronica Whitehouse and Bill Wisnowski Larry and Marjorie Shea, Ben Parker, Gunars Zagars, Arnold Wilder, Barbara Seavey, June and Charles Kennedy, Virginia Moore, Doris Karkota, Mary Elizabeth (Perrins) Wright, Tony Jaczek, Carol Engel, Peg Blanchard, Ellen Harde, Peter Stucki, Diane Earl, Dr. Jim Bogue, Lisa Cline, Evie Morine, Phil, Brian and Stephan Day, John Kopec and , Rich Crocker.

The Folk Music Series organized by Michael Harde continued to be a rousing success. Each month Mike brought talented musicians into the Museum or Parish Center for the Arts for delightful entertainment.

## **FUNDRAISING**

Our annual fundraising event, the Barn and Attic Sale, was directed this year by Deborahann Mayer. The Barn and Attic Sale was once again a great success and Deborahann's organizational skills and knowledge of antiques and collectables made this year's one of the best to date. It is through our membership drive that we earn the bulk of our operating budget. Mike Harde manages all our accounting and each year helps the Historical Society grow stronger financially.

Thanks to the community for its generous financial support, participation in our programs and the many volunteer hours it takes to make it all happen.

Sincerely,

Ken Tebbetts, President

Dan LaCroix, Vice President

Deborahanne Mayer, Recording Secretary

Lloyd Blanchard, Elwin Bagley, Terrel Camus

David Daly, Jean Fallier, Jane Hinckley, Doris Karkota

Helen Raine, Margaret Ryan

Marilyn Day, Executive Director

Jackie Young, PR Secretary

Michael Harde, Treasurer



# JUST WILD ABOUT HARRY!



## J. V. Fletcher Library Annual Report, 2001 – An Homage to Harry Potter!

### A MISSION FOR MUGGLES

2001 was a millennial, magical year as the J. V. Fletcher Library implemented the goals and objectives of the Visioning and Planning Process of 2000 and embraced new technologies that transformed public service. After working with Community participants for most of 2000 to craft a five-year long-range plan, 2001 saw the implementation of technology, collection, staffing and service goals. As the library celebrated 13 years in the “new” addition, a Needs Assessment and Space Feasibility Study was launched to study optimal use of the existing facility footprint. Building repair continued on those portions of the facility which pre-dated the 1988 addition. Young Adult and Adult programming took off. Weekly technology instruction was offered the public as well. In the Fall, a new town-funded Bookmobile came on board and was dedicated. The new technologies introduced in 2001 were like magic potions, trans-forming once-lowly Muggles services into state-of-the-art systems! Like students at Hogwarts, library

staff and administration mastered a new milieu of knowledge and launched a new millennium of service with wand-wielding power!

### NIMBUS 2000



The Merrimack Valley Library Consortium’s migration to the new “epixtech” library automated system in December 2000 initiated high-flying service changes that were not feasible under former network systems. For the first time, patrons can access library holdings from home via the Internet (log on to [www.westfordlibrary.org](http://www.westfordlibrary.org)), reserve materials online, send reference questions to the library online, and see a graphical library catalog of ALL local library consortia. The newest “model” of the system affords book reviews and booklists, “hot titles” and new materials listings by individual library. Inter-library traffic has doubled since the implementation of this new service, and patrons can receive requested titles within 48 hours via the regional daily delivery truck!

### PLATFORM 9¾’S

New technologies required new instruction techniques for “first form” students. The Information Services division and Systems Manager rose to the occasion by offering Basic and Advanced Internet courses, IPAC (catalog) instruction, Journal and Newspaper Database Workshops, an Electronic Information Fair, and a “Point, Click and



Mousercise" workshop for elders only. Parent/Child Internet classes were offered for families struggling to master the mysteries (and cope with the dark magic) of this new technology. Indeed, new technologies were a point of departure to a new information destination!

## HEDWIG

Communication amongst the libraries of the Northeast Massachusetts Regional Library System flew, as local reference service was supplemented by regional contracts for statewide databases, After-Hours Reference service, and Legal and Medical Reference and referral. These databases are available 24/7 from the J. V. Fletcher Library website, while the supplemental reference services are available after hours and on holidays at [www.nmrls.org](http://www.nmrls.org).

## 'THE SORTING HAT

New staff were welcomed to the J. V. Fletcher Library as Dina Kanabar assumed the position of Systems/Automation Manager on January 1 and Linda Dyndiuk became Serials/ILL librarian. Former dedicated staff members were bid adieu including: veteran Assistant Director Linda Schreiber; secretary Beverly Johansen; Laura Bernheim, YA Specialist, and; Janet Gagnon, ILL Librarian. We wish well to all those who moved on to new ventures and venues! In September, Ms. India Nolen graciously accepted the promotion from Head of Youth Services to Acting then permanent Assistant Director. Her unstinting support, commitment and aplomb during the

Director's medical leave are recognized with gratitude here!

## RAVENCROFT

Adults partook in a full programming year with "Summertime and the Reading is Easy"(the Adult Summer Reading Program with 112 registrants), Summer Fun at the Library (4 Adult craft and learning programs), Fall Fun at the Library, a monthly Book Discussion Group and a first-ever Fall Author Book-signing Series!

## GRYFFINDOR HOUSE

Activities abounded as library staff prepared weekly and monthly programs – largely possible due to the generosity of the Friends of the J. V. Fletcher Library Inc. Offerings included Yogaplay, The Day the Library Went Wild!, a Celtic Celebration, Animal Adventures, and Vive la France! an International Pajama Storytime. Young Adult programming took off with a Teen Café; the inauguration of a Young Adult Advisory Board; a Create Your own Comic Book program and a wildly successful Summer Reading Program for teens -- "Login @ the Library" totaling 290 registrants. "Famous Firsts," the Children's Summer Reading Program netted 1500 registrants. For the first time, program events extended through August. Fall events included Clayworks, Not too Scary Stories for Little Ones, Creepy Tales by the Light of the Harvest Moon, Queen Bee Puppetry and the traditional Gerwick Puppets Midwinter Magic. Multiple Storytimes and Booksales supplemented seasonal offerings to round out a full programming syllabus.



## THE CUPBOARD UNDER THE STAIRS

The Board of Library Trustees engaged Gienapp Design Associates Architects to conduct a Space Use and Re-Allocation Study – a process that spanned half the year. Focusing on the results of the 2000 Visioning and Planning process, and the critical need for more juvenile library space, the final report attempted to net better use of the current facility footprint. Together, architects, library Board and staff identified and assessed three Options to address space needs. With the Preferred Option costing a minimum of \$900,000 and seriously compromising and/or eliminating some library services, the ultimate consensus was even this would be a poor use of town resources and diminishing of library service. It was concluded that in-house options will be pursued to allay short-term space needs and a long-term better solution to space needs must be sought. The final report “[confirms] that the existing Library is too small for the growing collection and patron services.”

## HOGWARTS EXPRESS



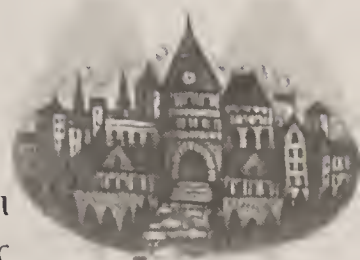
After 23 years of service, the M.O.S.T. Bookmobile was retired and replaced in the Fall with a 2001 model! Larger, diesel-fueled and better-lit, the new vehicle was dedicated on November 9 by Representative Geoffrey Hall and the Board of Library Trustees. This new engine should see years of service to neighborhoods, daycares and pre-schools, the homebound and elderly, and after-school programs. All aboard!

## GRINGOTTS BANK

In 2000, the J. V. Fletcher Library received \$4,000 from the Northeast Massachusetts Regional Library System for retrospective conversion of Historical Records –work still on-going. As well, Westford received \$6600 from Massachusetts Document Heritage Program for continued work on the historical and genealogical collections throughout town. Thanks are due here to Librarian Virginia Moore for spearheading both initiatives, and for painstakingly attending to collections in need of preservation, cataloging and repair.

## HOGWARTS CASTLE

Lightning WAS a theme this year with the Library being forced to replace its security system after a late-July strike. Serious renovation to north wall of the 1969 addition, with masonry repair and window replacement to the damp exterior of this old wing. Repairs occurred as well on the Air Conditioning unit (still under warranty), while roofing and interior painting were pursued as routine annual maintenance.



## DIAGON ALLEY

Staff training and continuing education totaled over 50 seminars, workshops and conferences -- opportunities made possible through the Northeast region, MLA, MVLC, NELA, and IFLA – all underwritten by the generous Board of Trustees. Staff members Dina Kanabar and India Nolen garnered two statewide Public Relations awards at the MLA spring conference – Second Place for *Library Website* and Honorable Mention for townwide *Flier*.



## BERTIE BOTT'S EVERY FLAVOR BEANS

Despite the focus of the Long Range Planning process, the J. V. Fletcher Library continued to serve up "all flavors" and be all things to all people of the community -- increasing collections, formats, technologies, meeting use, seeing reference growth, increased programming and expanded public training. This library's experience with increased usage and attendance demonstrates that some old flavors never go out of style, as the public continues to demand the full array of flavors i.e. formats, technologies, collections and services.

## THE FAT LADY (SINGS)

Thanks are extended here to the entire library staff, but especially to the Division Heads – Catherine Carroll, Dina Kanabar, Holly Sheridan-Pritchard, Kristina Worcester and Assistant India Nolen -- who demonstrated such dedication to quality library service and who displayed such professional commitment in a demanding year of change and challenge. Despite the rigors of new technologies, programmatic offerings, space studies and staff changes, library staff and Board continued to be seekers of the *Golden Snitch* of high public library standards.

Respectfully  
submitted,

Ellen Rainville,  
Library Director



## DUMBLEDORE

### Board of Library Trustees Annual Report, 2001



In 2000 the Trustees conducted a visioning process, the result of which was a five-year plan. This plan can be accessed on the net by entering [www.westfordlibrary.org](http://www.westfordlibrary.org), clicking on ADMINISTRATION, and then ANNUAL ACTION PLAN. As a result of this plan the following services were instituted.

### Technology

In 2001 a user-friendly web site was launched, developed and maintained by Dina Kanabar, our Head of Systems/Automation. This position was added in January. This web site provides medical and legal databases. Patrons can reserve books on-line. There is a homework page on the Young Adult site. We are circulating a limited number of e-books and our DVD collection increased by 40%.

### Education

Trustees utilized Trust Funds to sponsor staff members for attendance at continuing education programs such as MLA, IFLA conferences and technology seminars. This year Beverly Johansen, Carol McCahon, Mary Lacey, Dina Kanabar, and Ellen Rainville were recipients of these grants. Many in-house programs also provide training for all staff members.

### Space Feasibility

The visioning process showed interest in more room for children. The Library is struggling with the rapid population growth demands on space just like every other Town Department. The Trustees used Trust Funds to pay for a space feasibility study. One of the goals of the study was to



determine how we could utilize our current space in ways that would allow more space for children and still maintain most adult services. The contract was awarded to Gienapp Design Associates Architects. They utilized information from the visioning plan and interviews with the staff and trustees. Three plans were formulated. The Trustees selected the first plan for further study. The cost of instituting this plan was over a million dollars. Then it was submitted to the staff for comments. There were several pages of comments that spoke to problems the plan would create. The Trustees determined that the plan would not create any new space, would still leave the children's area too small, created safety concerns for children attending Story Times, and the cost was too high. The only solution to the space problem was determined to be an addition sometime in the future to address all of the needs for space at the Library.

## **Volunteers**

Every year the Library is fortunate to have many dedicated volunteers. Currently we have 25 volunteers. Gertrude Houghton, Lucien Pepin, and Elizabeth Lane have each donated over 100 hours in 2001. The volunteers provide a full-time equivalent in hours each week. Richard Kenyon administers, instructs new tutors, and tutors the English as a Second Language program. He would like to locate a few people to assist him in this program. We thank all volunteers for their time, dedication, and competency.

## **Friends of the Library**

The Friends of the J. V. Fletcher Library, Inc. provide many services that the Town budget cannot support. The Friends raise money by annual membership drives, video rentals and four booksales a year. These funds provide:

**Equipment**  
**Museum passes**  
**Computers**  
**Summer Reading Programs**  
**Furnishings**  
**Holiday Programs**  
**Computer room**  
**Popular videos and DVD's**  
**Public relations**  
**Adult programs**  
**Bestseller book rentals**

In June, Bob Price and Ann Mahoney resigned as Co-chairs of the Booksale after 11 years of dedicated service. They are responsible for the increasing success of the booksales. They spent countless hours sorting, boxing and recycling. A large percentage of books that are donated to the Friends booksale are ultimately recycled after appearing in several sales; the total number amounts to about 6 tons annually. With the cost of trash removal at over \$100 a ton the Town saves over \$600 a year via this Friends' service. Thank you for your expertise, diligence, and longtime service. We appreciate Janiece Greenberg volunteering to assume the position of Booksale Chairperson. Bob will remain on the Friends Executive Board as the Trustee Liaison.

## **Staff Appreciation**

Many demands beyond job descriptions were placed on the staff due to unfilled positions and illness. The staff performed admirably under stressful conditions. They continued to institute program innovations and provided excellent service. Thank you for your knowledge, dedication, and hard work. We are privileged to honor employees who have achieved their 5-year anniversary. Thank you: Lauren Evans, Janet Gagnon, Jackie DeSelle, and Beverly Johansen. If you have been in Town more

than 5 years you may say Jackie has been at the Library more than 5 years. This 5-year award only applies to her new position. She served the Library as Administrative Secretary for 25 years.

## Bookmobile

In November, Geoff Hall, our State Representative, and Maureen Barry, the Bookmobile Librarian, cut the ribbon dedicating the new Bookmobile. We thank Town Manager Steve Ledoux, the Finance Committee and Town Meeting 2000 for supporting this purchase to continue providing services to neighborhoods, Senior Center, Senior Housing, and child care centers. The old bookmobile broke down and ended many years of service only 6 weeks before the new one arrived!

## Trustees

Christine Schoaff resigned from the Trustees to move to Florida. We thank her for her new ideas and creative approaches to problems. In October Sue Flint was unanimously appointed by the Board of Selectmen and the Board of Trustees to fill the unexpired term. For the first time the Trustees set goals for themselves in September and the first goal has been

achieved. Working with Town Counsel, the language in the employee contracts with the Director and Assistant Director was revised. Three Trustees attended the joint MFOL/MLTA Conference in November. Bob Price attended a Trustee Symposium. Veronica has joined the Massachusetts Library Association Legislative Committee and the Massachusetts Trustee Association Board of Directors.

Respectfully submitted,

Veronica Whitehouse, Chair  
James Gozzo, Treasurer  
Robert Price, Secretary  
Susan Flint  
Sam Frank  
Paul Royte





## MONUMENT ADVISORY COMMITTEE

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The committee met with a number of residents to review their plans for new monuments. This process has been successful means of communication for the establishment of new memorials placed in Town.

This year the committee undertook major maintenance to the monuments in town. All monuments were cleaned and had minor surface repairs. Name plaques were sealed into the stone to prevent ice damage.

The Graniteville World War II monument wall repair started with the removal of roots that were a contributor to the erosion problem. Work will continue on this site as the budget permits.

Thanks to the Westford Highway Department for the efforts to work with the committee to enhance the appearance of Westford's Monuments and to Mr. Al Garside, granite works, for a job well done.

Respectfully submitted,

Monument Advisory Committee

Patty Dubey  
Ellen Harde  
Paul Murray  
Nancy Oakes  
Stacy Perron  
Jonathan Revis  
Jack Wrobel

## THE PARKERVILLE SCHOOLHOUSE COMMITTEE

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The Parkerville Schoolhouse's focus continues to be its Living History program, a program which allows Westford and area students to experience a typical school day of the early 1900's. The schoolhouse also serves as a meeting place for local organizations and private parties.

Among this year's projects were the return of the original Parkerville Schoolhouse granite well-cover, with keyhole cutout, from across the road on Ron Johnson's land, the engraving "Parkerville Schoolhouse Alumni Garden" on a granite bench, the addition of a granite step on the northerly side of the porch and the extension of the granite post and fence beside the porch.

The historical collection continues to grow with the addition of period desks, photographs and a reproduction of alumnus Joe Perkin's two-piece black velvet suit worn on his first day at the Parkerville Schoolhouse in the early 1920's.

Under the auspices of the Friends of the Parkerville Schoolhouse, Inc., a town-wide mailing was conducted in October. Although the town owns and insures this building, all projects at the schoolhouse are done at no cost to the town.

2001 was another banner year. All eighteen of Westford's third grade classes, plus a home-schooled class of grades one through eight, participated in the "Old School Day" visit to the one-room Parkerville Schoolhouse in the spring. Students dressed in period outfits and were well prepared by their teachers and parents for this unit of their local history studies. Donations collected by the classes were greatly appreciated. Seventeen classes are scheduled to attend this program in the spring of 2002. Jennie Johnson and June Kennedy continue to offer their services for the curriculum. An open house in November for the townspeople also served as a reunion for students who attended Parkerville Schoolhouse before its closing in 1929.

Many meetings and parties were held during the year. Several Scout troops regularly use the building and make seasonal decorations for the windows. Westford Academy Student Kelly Selfridge offers community service to the Board of Directors.

There are tables and chairs to accommodate fifty people. The rent is reasonable. Townspeople are invited to call the Plaisteds at 978-692-7194 to reserve the building.

The combined meetings of the Parkerville Schoolhouse Committee and Friends are normally held at the schoolhouse on the second Tuesday of the month at 7:00 pm. If planning to attend a meeting, call Heidi Hatke at 978-392-6827.

### Parkerville Schoolhouse committee and Friends

Jennie Johnson, President  
Erik Ledder, Vice President  
Heidi Hatke, Recording Secretary  
June Kennedy, Corresponding Secretary

John Wilder, Treasurer  
Mary Jane Plaisted, Member  
Roger Plaisted, Member





Some places on the road of life we never can forget . . . .  
The ones where kind and loyal folks in happiness have met

Facsimile of a painting of the 1880 one-room Parkerville Schoolhouse by May Balch. She attended the School "when it was new." Photo by Barbara Peacock (Courtesy: Friends of the Parkerville Schoolhouse, Inc.)

## RECREATION COMMISSION

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The Recreation department is pleased to report another great year of programs and events for the residents of Westford.

In the past year the Recreation Department moved from Town Hall to 54 Broadway Street, the former Graniteville Fire Station. This wonderful new location was made possible by the volunteer efforts of fire fighters, under the leadership of Rich Rochon. Residents are now able to sign up for activities and gather information without standing in the hallway at Town Hall. Parking is allowed in front of the fire doors and on the street.

The Recreation Commission and Department would like to thank all the volunteer coaches and parents for their constant support and time they have given to the youth and residents of Westford.

The Recreation Commission consists of Westford residents who volunteer their time and spend many hours in the course of a year making sure the residents have quality Recreation programs and facilities that meet the growing needs of our Community. I would like to take this opportunity to thank them for their continued support and dedication to the residents, young and old of Westford.

### **YOUTH RECREATION PROGRAMS**

Baseball – Baseball continued to grow significantly during 2001. The fields saw heavy action from the spring through the fall. The Girls Softball Program is the fastest growing segment, followed by the T-Ball programs. Girls Softball fielded four teams to participate in fall softball. Next year they will offer it to a broader age group and expect to triple the number of teams. To date Westford Youth Baseball and Softball has 1,750 Children for the participation this season.

Basketball – The 2000-2001 Basketball program was again very successful with over 1,500 youngsters participating in six programs; 3<sup>rd</sup> grade instructional; 4<sup>th</sup> & 5<sup>th</sup> grade boys and girls; 6<sup>th</sup> – 8<sup>th</sup> grade boys and girls, and High School boys. The leagues ran from December to March.

Floor Hockey – Two different grade levels participated in this successful new program. For one night a week elementary school students had playing time from 5:15-6:00 PM at the Nabnasset School Gym. The middle school student session followed, running from 6:00- 7:30 PM.

Westford Youth Soccer – This past year WYSA saw over 2,500 Westford youngsters playing soccer. The program's intramural leagues had more teams and more players than ever before. The same can be said for the travel teams, which had a record number of participants in both the spring and fall.

Day Camp – A very successful six-week day camp program was provided for the 9<sup>th</sup> year in Westford. Over 500 youths aged 4-13 experienced a full summer with many activities for them to take part in and enjoy at the Nabnasset School. Camp met rain or shine, Monday through



Friday 8:00 AM – 2:30 PM. The weekly schedule included arts and crafts, cookouts, sports and games activities, an optional swim lesson, special events and field trips. Roll on America was a fantastic field trip and a great way to end camp. Included in the fee is a tee shirt and insulated lunch bag for all participants.

Track & Field – This ever popular summer program for ages 7-14 continued to thrive with over 500 children participating, included were short and long distance running events, field events and intramural competitions. We are located at the Westford Academy track on Tuesday and Thursday evenings. A tee shirt is provided to all registrants.

Skate Park. The skate park has been a dream come true for the youth of Westford. The residents can be as proud of the youth as we are. The youth along with the help of the Forge Village Coalition, the local businesses, and the Recreation Department ran numerous fundraisers to develop the skate park. People who visited the skate park ranged in age from ages 5-75. The park is located at the VFW field in Forge Village April 15<sup>th</sup> to October 15<sup>th</sup> weather permitting. Passes can be obtained at the Recreation department. A competition was held for boarders, bladers and bikers that drew not only local participants, but entrants from as far away as Wells, Maine.

Beaches – Forge Pond and Edward's Beach operated seven days a week from 9:00 AM – 5:00 PM with certified lifeguards. The beach season was from June 24<sup>th</sup> through August 27<sup>th</sup>. The Swim instruction program had over 200 youngsters, plus individuals from Day Camp, enrolled in lessons, which included Water Orientation for 3-5 year olds.

Over 3,000 residents purchased Beach tags and guess passes. All lifeguards are certified and trained in CPR and First Aid. The majority of lifeguards are Westford residents. Over 50 passes to Senior citizens were given out for beach use.

Tennis Lessons – The tennis program was a great success and has grown to over 200 students of children and adults.

The tennis program continued for middle school students attending the Blanchard Middle School. This program helped give the students the tennis playing experience that they need in order to participate in the Blanchard Middle School tennis team in the spring, which the Recreation Department sponsored.

## **ADULT RECREATION PROGRAMS**

Adult Recreation – All adult Recreation programs are completely self-sustaining with all costs borne by participants and sponsors except for the facilities provided by the WRC and the School Department.

Women's Volleyball – This group played on Tuesday nights at the Abott School gym. This is a non-structured group and is composed of 75 women of all ages who live or work in Westford. The director is Rita Boisvert.

Men's Volleyball – This group played on Friday nights at the Abott School gym. This is a non-structured group and is composed of men of all ages who live or work in Westford. The director is Robert Bosivert.

Aerobic Exercise – This group meets on Monday and Wednesday evenings at the Nabnasset School gymnasium for ages 16 and up.

Other Offerings – The Recreation department is pleased to provide the following programs: adult golf lessons; adult tennis lessons; adult private/group lessons; adult rock climbing; snowshoe hikes; a running clinic; an earth Day family walk; and canoe trips and lessons.

### **COMMUNITY PROGRAMS**

Apple Blossom 2001 Family Run/Walk – This annual event took place in May 2001. The course covered the 1.7 miles from Westford Academy up Main Street to a welcomed finish at the Library. This year there were over 250 participants who received a free tee shirt and everyone broke the tape at the finish. We would like to give a special thanks to all the Sponsors that helped out.

Halloween Parade – Westford's 5th annual Halloween Parade was held the last Sunday in October before Halloween. This year the parade expanded with over 2,500 participants. The parade began at Westford Common and ended up at the Roudenbush Community Center. Each family received a Halloween treat at the end of the parade...Thanks to all that helped.

Santa Letters – This year Westford Recreation sent out over 250 Santa Letters to Westford children. This six-year-old program went well and anyone interested in the free program should let the recreation Department know in November.

Egg Hunt – The annual Easter Egg hunt was held at the Abbot field this year. There were over 1,000 participants that took part in the hunt. Each child received prizes in each egg.

The Recreation Department is poised for continuing growth. Our mission is to provide passive and active recreational programs and activities, which promote the family and community. This year a partnership was developed between the organizations, local businesses, volunteers and the Recreation Department for the purpose of ensuring that we meet our goals into the future. Recreation is an important element in the fabric of our community and the quality of life for citizens of all ages.

The Westford Recreation Commission is enthusiastic about the future of the Westford Recreation Department and looks forward to working with the community. We welcome any suggestions and are open for new ideas and programs. Anyone interested may attend these meetings at any time on the 1<sup>st</sup> Monday of each month.

Respectfully submitted,

Robert Welch, Chair  
Bill Barnett  
Fred Callahan  
Julia Lavelly

Sarah Ledder  
Kevin McCann  
Cliff Rockwood

Sandra Habe, Interim Director



# ROUDENBUSH COMMUNITY CENTER

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Continued Service to Westford



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## *Celebrating and Preserving Westford's History for the past millennium.....*

Since 1897 the Westford Academy Building at 65 Main Street has witnessed over a 100 years of history and service to the Town of Westford. Westford Academy was built in 1897 and used as the Academy until 1955. Westford Public Schools used the building until 1973, when it was adapted for YWCA programs.

In the fall of 1975 the Roudenbush Community Center was started and has continued to flourish to this day. The first brochure was sent town-wide in January 1976. The old Nabnasset Elementary School was built in 1922 and used as an elementary school until 1976. Head Start used the building until 1983. Then, after extensive repairs, the Roudenbush Children's Center at Nab opened as a Day-care center in 1984. Frost School, which today houses the Roudenbush Children's Center at 73 Main St., was built in 1908 and was used as Public Elementary School until 1992.

The Roudenbush Community Center is also committed to preserving and protecting these special buildings under its care and custody. From 1990– 2001 Roudenbush has spent over \$1 million dollars to repair, improve and update all three historic buildings. The funding has come from the Roudenbush Community Center, Roudenbush Associates, fundraisers, and grants. In 1999, the Roudenbush Community Center 65 Main St. and the Roudenbush Children's Center 73 Main St. were included in the list of buildings identified in the new Westford Historic District. We also want to thank the Town of Westford for funding the restoration of the slate roof at 65 Main Street this year.

*And we are still growing in spirit, service, and numbers!*

The Roudenbush Community Center was established to enrich the lives of Westford residents including adults, children and seniors by offering programs and services in the areas of education, entertainment, health

and the arts at the lowest possible cost to the taxpayers.

The Center continues to grow with the town. More and more people have taken advantage of Roudenbush programs. Over 900 programs were offered during the past year with over 8000 adults and children participating in them. Our programs include Community Education, gymnastics, preschool and daycare. Of the 8000 participants, 87% were from Westford. All classes and children's programs at Roudenbush are self-supporting.

The Roudenbush Community Center is also the Lead Agency for a MA. Department of Education Community Partnership Grant, The Westford Community Partnership (W.C.P.), under the direction of Patti Mason. WCP exists to provide affordable child-care to working families with preschool children (ages 3-5) in Westford. The Roudenbush Children's Center Daycare Preschool at Frost and Children's Center at Nab are members of the Westford Community Partnership along with other preschools in Westford.

The Roudenbush Children's Center Preschool at Main St., Frost and Old Nab continues to flourish. The dedicated teachers and staff continue to make the centers warm, exciting, and inviting for the younger children. Over 400 children were serviced by the three centers over past year.

Roudenbush Children's Center Preschool at Nab continues to meet the needs of the community by offering a variety of preschool programs for ages 2 and older. The children are taught by loving professionals in a safe and caring environment, under the direction of Priscilla Sellers. They are given the opportunity to explore the world around them through planned activities and play. You may find a

room transformed into a pizza parlor or veterinarian's office, watch the children spray fire hoses while visiting our firefighter neighbors at Old Nab, or learn about giving back to our community by providing Thanksgiving meals and holidays to remember for those of our community in need.

The Frost full-day childcare center opened its doors to infants and toddlers in January of 2001. This has proven to be a very successful program and one that was much needed in the community. We now service children ages 6 weeks to 5 years old in the Frost Center, under the directorship of Karen Arce. Phase 1 of a new playground structure, paid for through fundraised dollars, was installed and dedicated to the Town in November.

In September 2000, the Roudenbush School Age Program was moved to Abbot Elementary School to help the growing needs of working families in Westford. This program services up to 100 families, under the director of Michelle Collett. Our second year at Abbot has been the best; the children love the use of the big gymnasium. Summer was filled with trips every week, the favorites being Water Country and Canobie Lake Park. Others included roller-skating, the Museum of Science and the Aquarium.

Our Kindergarten age program moved to 65 Main St. for the school year 2000-2001. The program accommodates the children's public school schedules by bussing them back and forth to Westford Academy. When they are at Roudenbush, the children enjoy structure time with highly qualified teachers as well as the opportunity to learn and discover through play of their own choice. We value outdoor fresh-air activities, so the children can be found on the playground or on a walk every day that weather permits.



*We're proud of our staff*

Roudenbush is blessed with people who take pride in our services. The Roudenbush Community Center Committee would like to recognize the exhaustive efforts of Jean Bratton, Bill Chandnoit, Joan Collins, Patti Mason, and Diane Nutt as members of the Director Committee that kept RCC functioning at such a high level during the search for a new RCCC Director. We concluded that search in September, and welcomed Roberta Chaffee-Low as the new Director. Since her hiring, Roberta has made great strides in building a team to take the Roudenbush Community Center into the future, and we applaud and support her efforts.

The Roudenbush Community Center Committee would also like to recognize and acknowledge the following staff members and committee members who will be dearly missed as they leave the Center to pursue other Diane Nutt, Denny Wood, Jayne

Stafstrom, Beth Cohan, Karen Basinas, and Nancy DiMaggio.

*What does the Roudenbush Committee do anyway?*

This 15-member committee is responsible for setting policy and, in its TRCCI role, is the fiscal agent of Roudenbush for its \$2 million + budget. The Committee is divided into 3 subcommittees: Building and Grounds, Personnel and Finance. The subcommittees make recommendations to the Roudenbush Committee for review and vote. The RCCC meeting takes place the 4<sup>th</sup> Tuesday of every month... all are welcome.

Respectfully submitted,  
Raymond Wauford, Chair  
Jack Viera, Vise Chair  
Peg Blanchard, Secretary  
Bob Waskiewicz, Treasurer  
Jim Passios, Charlotte Scott, Ginny Widmann, Katherine Pouliopoulos, Glen Townsend, Truda Wilson, and Frank Pennella

**THE ROUDENBUSH COMMUNITY CENTER, INC.**

Statements of Activities

**YEAR ENDED**

**June 30, 2001**

Unrestricted Net Assets:	
Revenues and Gains:	
Gymnastics' Program	\$72,006
Program-Adult/Children and Other Child	321,132
Child Care-Frost	777,167
Child Care-Kindergarten	249,929
School Age-Day Care	436,792
Child Care/Preschool-Nabnasset	288,921
Community Partnership Grants-Note I	74,802
Development Grants/Fundraising	119,987
Roudenbush Associates-Gift/Projects	75,019
Interest Income	5,201
Dividend Income	4
Unrealized Gain (Loss) on Investments- Note I	(23,089)
Capital Gain Distributions	<u>4,070</u>
TOTAL	<b>\$2,401,941</b>

*Roudenbush Community Center*

Expenses:

Administrative	\$ 226,147
Gymnastics' Program	36,657
Programs-Adult/Children and Other	322,603
Child Care-Frost	589,200
Child Care-Frost-Utilities & Repairs	19,089
Child Care-Kindergarten	187,797
Child Care/Preschool-Nabnasset	237,512
Child Care/Preschool-Nabnasset-Utilities and Repairs	11,923
School Age-Day Care-Utilities and Repairs	236,826
Renovations and Capital Expenditures	27,236
Operating Expenses -Utilities & Repairs	33,547
Community Partnership Grants Expenditures- Note I	74,802
Development Grants/Fundraising Expenditures	110,382
Facilities	115,490
Town of Westford Appropriations-Note 1	<u>55,000</u>

TOTAL	<b>\$2,287,672</b>
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## WESTFORD ARTS AND TECHNOLOGY FUND AND SCHOLARSHIP FUND COMMITTEE

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The Westford Arts and Technology Fund and Scholarship Fund Committee is pleased to submit the following report for 2001.

A donation to the Arts and Technology Fund will provide for innovative initiatives to enrich and advance current and future programs for our students. The funds will directly impact and encourage the significant efforts of our professional teaching staff to train our children to deal with an compete in an increasingly complex world. The Scholarship Fund will provide resources available to all residents of our community for job training and educational opportunities not otherwise available to them. Both funds will provide a mechanism for the schools to reach beyond what they can provide in the classroom; and help in areas that are not included within the mainstream academic program. The funds are not intended to replace other scholarship funds and public-private partnership programs. Additionally, the Education Committee would like to reach out to the business community to bridge the gap between the evolving needs of the business community and the training and education provided by the school system.

Scholarships. Funds will be available through donations designated for the scholarship fund, the Education Committee, in its discretion, may make scholarships available for Westford residents. The recipients of financial aid must be residents of Westford at the time the financial aid is first awarded and have been accepted to pursue education beyond the secondary school level at an institution deemed accredited by the committee. The committee shall take into consideration each recipient's financial need, character, scholastic record and involvement in community work, as well as extracurricular school activities. The scholarships will be available to any Westford resident for post-secondary education or training (subject to the acceptance by the committee of the accreditation of the college, school or training facility). Persons shall be eligible for scholarships regardless of whether they attended the Westford school system, and may be used for re-training, re-entering the job market, improving skills, or obtaining new skills or qualifications.

Arts and Technology Fund. The purpose of the fund is to establish, maintain and execute an account to which concerned citizens may make voluntary contributions which will be used by the Committee for the purchase of products and services which would ordinarily not be purchased by the public school system.

Technology, computer and otherwise, are changing daily. Students and faculty should have the opportunity to experience new, experimental or special interest hardware and software. The Arts, by definition, are not static. Students and faculty should have the opportunity to experience a wide variety of educational materials and employ a wide variety of enriching tools and equipment that may otherwise be unavailable. Moneys collected to support arts and technology will be used solely to provide supplemental funding for local educational needs. The first priority shall be for expenditures that benefit larger school populations; however, individual and smaller group projects are not ineligible. Each expenditure should be considered to be a one-

*Westford Arts and Technology Fund & Scholarship Committee*

time, non-recurring expenditure; however, recurring expenditures will not be ineligible. In the area of the arts, examples of potential fundable endeavors include: guest performers; field trips to performances; musical instruments; theatrical equipment and props; multi-media hardware and software; resource materials; and consultants. Some examples of eligible technology projects include: networking hardware and software; improving library/media center; computerized resources; teaching aids and training materials; library resource materials; and the introduction of and experimentation with newly available technology.

Respectfully submitted,

Westford Arts and Technology Fund  
and Scholarship Fund

Dr. Stephen C. Foster, Supt. of Schools  
Vivian Robins  
Suzanne Marchand, Finance Director  
Madonna McKenzie  
Theresa Fingerhut  
Paul Alphen  
Cathy Lane



## WESTFORD CULTURAL COUNCIL (WCC)

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The Westford Cultural Council, a local arm of the Massachusetts Cultural Council, receives and dispenses funds allocated by the state agency. Its focus is to support programs that enable Westford residents to participate in and experience the arts, humanities and interpretive sciences.

The Westford Cultural Council is thrilled to be serving a community that is so interested in and committed to developing and producing cultural programs in Westford. This year, the council was particularly pleased to play a role in supporting programs that take place at the Parish Center for the Arts, the newly established community arts center.

The Westford Cultural Council's fiscal year 2002 allocation was \$6,580. In addition, the council was awarded a Matching Incentive Grant of \$3,000. The funds were regranted as follows:

- Hip Hop Dance Performance (\$300)
- Westford Teen Arts Council- Coffee House and Special Events (\$1,200)
- Classical Indian Dance Performance (\$300)
- Fruitlands Museum-Family Fun Days (\$250)
- Three Apples Storytelling Festival (\$100)
- First Night Groton (\$250)
- Nashoba Players Musical Dinner Theater (\$700)
- New England Artists Series- Classical concerts at the PCA (\$2,000)
- Family Contra Dances at the PCA (\$750)
- Westford Regional Art Exhibit (\$1,100)
- Westford Chorus-Comic Opera (\$1,200)
- Westford Historic Society Folk Concert Series (\$500)
- Abbot School-Telling Multi-Cultural Tales (\$630)

This year, in addition to funding grant requests, the Westford Cultural Council's role expanded to sponsoring and hosting cultural events in Westford —bringing the community together for fun and family entertainment. These events took place at the Parish Center for the Arts:

- October 2001 - Comedy cafe, featuring a professional humorist.
- March 2002- Classical Indian Dance featuring Jothi Raghavan.
- May 2002 – Tanglewood Marionette Theater, 'An Arabian Night'
- Fall 2002 - Hip Hop Dance Performance

The WCC also assisted the Parish Center for the Arts with the purchase of round tables to be used for events that are presented in a café-like venue, i.e. comedy, dinner theater, teen coffeehouse, open mic.

The Westford Cultural Council is interested in your feedback and participation. All meetings are open to the public and posted in advance. Grant applications and guidelines are available at the

*Westford Cultural Council*

Town Hall and are due October 15<sup>th</sup> each year. We welcome new members who are interested in serving on the committee.

Respectfully submitted,

Westford Cultural Council

Mary Gallant, Co-Chair  
Lizette Greaves, Co-Chair  
Theresa Fingerhut, Treasurer  
Diane Cserbak, Secretary  
Susan Cusson  
Nancy Ellis

Jean Gillies  
Priti Lathia  
Renee Phelps  
Cheryl Serpe  
Lisa Stevenson  
Karen Turpin



# ANNUAL TOWN MEETING

Saturday, May 5, 2001

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town affairs, held at the Abbot Elementary School on Saturday, May 5, 2001, called to commence at 10:00 AM, the following business was transacted:

Election officers, using voting lists, acted as tellers at the doors.

Ellen Harde, Moderator, called the meeting to order at 10:06 AM.

Voted unanimously to allow all non-resident Town employees and Town Counsel to sit on Town Meeting Floor and address the meeting.

Voted unanimously to place Articles 1, 2, 5, 6, 8, and 21 on a consent agenda to be acted upon at 12:45 PM.

On a motion by the petitioners, voted by majority vote to take Article 24 out of order for the purpose of dismissing the Article to be brought back to the fall town meeting.

**Article 24:** Voted unanimously to dismiss this article, relative to the indemnification of Police and Firefighters.

**Article 3:** Voted by majority vote to delete a position titled “Public Health Director” in Band 6 of the Pay Classification Plan, and to move Food Inspector position to Band 3. Voted unanimously to accept the amended Pay Classification Plan for non-unionized municipal employees, effective July 1, 2001 as follows:

Band	Position Title	MIN	MID	MAX
9	Fire Chief	\$67,590	\$81,320	\$96,691
9	Police Chief	\$67,590	\$81,320	\$96,691
8	Finance Director	\$62,007	\$74,063	\$88,704
7	Assistant Town Manager	\$56,887	\$67,949	\$81,380
6	Director, Human Resources	\$52,189	\$62,337	\$74,659
6	Library Director	\$52,189	\$62,337	\$74,659
6	Water Superintendent	\$52,189	\$62,337	\$74,659
6	Highway Superintendent	\$52,189	\$62,337	\$74,659
6	Technology Director	\$52,189	\$62,337	\$74,659
5	Town Engineer	\$47,881	\$57,191	\$68,496
5	Town Accountant	\$47,881	\$57,191	\$68,496
5	Principal Assessor	\$47,881	\$57,191	\$68,496
5	Director, Environmental Services	\$47,881	\$57,191	\$68,496
5	Director, Health Care Services	\$47,881	\$57,191	\$68,496

May 5, 2001 Annual Town Meeting

Band	Position Title	MIN	MID	MAX
4	Building Commissioner	\$42,750	\$51,062	\$61,157
4	Conservation Coordinator	\$42,750	\$51,062	\$61,157
4	Tax Collector	\$42,750	\$51,062	\$61,157
4	Operations Administrator, Highway	\$42,750	\$51,062	\$61,157
4	Assistant Library Director	\$42,750	\$51,062	\$61,157
4	Director, Elder Services	\$42,750	\$51,062	\$61,157
4	Community Center Director	\$42,750	\$51,062	\$61,157
4	Business Manager, Water Department	\$42,750	\$51,062	\$61,157
4	Recreation Director	\$42,750	\$51,062	\$61,157
4	Town Clerk	\$42,750	\$51,062	\$61,157
3	Senior Librarian	\$38,171	\$45,592	\$54,604
3	Systems/Automation Manager, Library	\$38,171	\$45,592	\$54,604
3	Public Health Nurse	\$38,171	\$45,592	\$54,604
3	Social Worker	\$38,171	\$45,592	\$54,604
3	Substance Abuse Services Coordinator	\$38,171	\$45,592	\$54,604
3	Day Program Coordinator	\$38,171	\$45,592	\$54,604
3	Administrative Assistant	\$38,171	\$45,592	\$54,604
3	Assistant Building Commissioner	\$38,171	\$45,592	\$54,604
3	Assistant Town Engineer	\$38,171	\$45,592	\$54,604
3	Assistant Treasurer	\$38,171	\$45,592	\$54,604
3	Environmental Analyst	\$38,171	\$45,592	\$54,604
3	Health Agent	\$38,171	\$45,592	\$54,604
3	Conservation Technician	\$38,171	\$45,592	\$54,604
3	GIS Coordinator	\$38,171	\$45,592	\$54,604
3	Town Planner	\$38,171	\$45,592	\$54,604
3	Computer Technician	\$38,171	\$45,592	\$54,604
3	Food Inspector	\$38,171	\$45,592	\$54,604
2	Assistant Tax Collector	\$34,080	\$40,708	\$48,754
2	Assistant Town Accountant	\$34,080	\$40,708	\$48,754
2	Assistant Recreation Director	\$34,080	\$40,708	\$48,754
2	Office Manager	\$34,080	\$40,708	\$48,754
2	Animal Control Officer	\$34,080	\$40,708	\$48,754
2	Admin. Secretary to the Town Manager	\$34,080	\$40,708	\$48,754
2	Benefits Coordinator	\$34,080	\$40,708	\$48,754
1	Administrative Assistant	\$30,429	\$36,347	\$43,530
1	Finance Technician	\$30,429	\$36,347	\$43,530
1	Activities Coordinator	\$30,429	\$36,347	\$43,530
1	Planner 1	\$30,429	\$36,347	\$43,530

HOURLY CLASS**	MIN	MAX
Library Page	\$6.75	\$8.00
COA Van Driver	\$8.25	\$11.25
COA Van Coordinator	\$11.00	\$14.00
Auxiliary Firefighter	NA (Flat Rate)	\$10.00
Call Firefighter	\$15.00	\$18.03



Ambulance Attendant	\$14.50	\$18.03
Call Fire Lieutenant	\$15.00	\$19.57
Call Fire Captain	\$15.40	\$20.60
Call Deputy Chief	\$15.90	\$22.66

\*\*Further hourly wages for temporary or seasonal employees will be compatible to, but not greater than, the wage rate provided noncontract employees.

Selectmen Approved- Finance Committee Approved

Town Manager, Steve Ledoux and Finance Committee Chairperson, Judy Culver, made brief presentations to Town Meeting regarding the anticipated five-year budget for the Town.

**Article 4:** Voted to adopt as separate appropriations the recommendations listed below inclusive, totaling SIXTY MILLION, SIX HUNDRED TEN THOUSAND, FOUR HUNDRED TWENTY NINE DOLLARS (\$60,610,429) for the operation and maintenance of Town Departments for the Fiscal Year July 1, 2001 through June 30, 2002, such sums to be expended for such purposes under the direction of the respective Town Officers, Boards, and Committees, and that all items be raised and appropriated except for the following:

**Department 171 Conservation Commission:** \$8,000 shall be appropriated from Wetlands Protection Fees, Receipts Reserved for Appropriation

**Department 910 Debt Service:** \$20,000 shall be appropriated from Cemetery Perpetual Care Trust Fund Income to offset the costs of Cemetery Development Debt, Principal & Interest

**Department 452 Water Enterprise:** \$2,700,000 shall be appropriated from Water Revenue

MUNICIPAL BUDGET FISCAL YEAR 2001

	GENERAL GOVERNMENT	
122	SELECTMEN	
	Personal Services	0
	Expenses	14,900
	Capital	0
	TOTAL 122	14,900
123	TOWN MANAGER	
	Personal Services	226,341
	Expenses	21,100
	Capital	0
	TOTAL 123	247,441
131	FINANCE COMMITTEE	
	Personal Services	0
	Expenses	11,000
	Capital	0
	Reserve Fund	92,000
	(Transfers out)	0
	TOTAL 131	103,000

132	FINANCE DEPARTMENT	
	Personal Services	162,273
	Expenses	12,305
	Capital	0
	Audit	19,000
	TOTAL 132	193,578
133	TOWN ACCOUNTANT	
	Personal Services	96,128
	Expenses	29,845
	Capital	0
	TOTAL 133	125,973
141	BOARD OF ASSESSORS	
	Personal Services	160,784
	Expenses	104,650
	Capital	0
	TOTAL 141	265,434

145	TAX COLLECTOR	
	Personal Services	122,115
	Expenses	51,225
	Capital	0
	TOTAL 145	173,340
151	TOWN COUNSEL	
	Personal Services	0
	Expenses	95,000
	Capital	0
	TOTAL 151	95,000
152	HUMAN RESOURCES	
	Personal Services	101,264
	Expenses	380,840
	(Transfers out)	0
	Capital	0
	TOTAL 152	482,104
153	CENTREX PHONE SYSTEM	
	Personal Services	0
	Expenses	64,000
	Capital	0
	TOTAL 153	64,000
155	TECHNOLOGY	
	Personal Services	69,340
	Expenses	170,850
	Capital	0
	TOTAL 155	240,190
161	TOWN CLERK	
	Personal Services	118,772
	Expenses	27,080
	Capital	0
	TOTAL 161	145,852
170	PERMITTING DEPARTMENT	
	Personal Services	40,708
	Expenses	24,100
	Capital	0
	TOTAL 170	64,808
171	CONSERVATION COMMISSION	
	Personal Services	96,885
	Expenses	13,750
	Capital	0
	TOTAL 171	110,635
174	PLANNING BOARD	
	Personal Services	72,251

	Expenses	50,050
	Capital	0
	TOTAL 174	122,301
176	ZONING BOARD OF APPEALS	
	Personal Services	0
	Expenses	4,500
	Capital	0
	TOTAL 176	4,500
181	DEV & INDUST COMMISSION	
	Personal Services	0
	Expenses	0
	Capital	0
	TOTAL 181	0
184	CATV	
	Personal Services	0
	Expenses	100
	Capital	0
	TOTAL 184	100
189	GIS	
	Personal Services	38,171
	Expenses	19,100
	Capital	0
	TOTAL 189	57,271
192	TOWN HALL MAINTENANCE	
	Personal Services	17,243
	Expenses	107,850
	Capital	0
	TOTAL 192	125,093
193	POLICE/FIRE COMPLEX	
	Personal Services	0
	Expenses	0
	Capital	0
	TOTAL 193	0
	TOTAL GENERAL GOVERNMENT	2,635,520
	PUBLIC SAFETY	
210	POLICE DEPARTMENT	
	Personal Services	2,873,066
	Expenses	384,000
	Capital	0
	Offset	0
	TOTAL 210	3,257,066



220	FIRE DEPARTMENT	
	Personal Services	1,801,627
	Expenses	186,976
	Capital	0
	TOTAL 220	1,988,603
241	BUILDING DEPARTMENT	
	Personal Services	211,001
	Expenses	19,460
	Capital	0
	TOTAL 241	230,461
244	SEALER WGHTS/MEASURE	
	Personal Services	0
	Expenses	600
	Capital	0
	TOTAL 244	600
291	EMERGENCY MANGEMENT	
	Personal Services	2,000
	Expenses	8,000
	Capital	0
	TOTAL 291	10,000
292	ANIMAL CONTROL	
	Personal Services	71,479
	Expenses	12,435
	Capital	0
	Offset*	(25,000)
	TOTAL 292	58,914
294	TREE WARDEN	
	Personal Services	2,000
	Expenses	40,000
	Capital	0
	TOTAL 294	42,000
	TOTAL PUBLIC SAFETY	5,587,644
	EDUCATION	
305	WESTFORD PUBLI C SCHOOLS	
	Personal Services	
	Expenses	
	Capital	
	TOTAL 305	30,653,293
310	NASHOBA TECH	
	Personal Services	
	Expenses	
	Capital	
	TOTAL 310	381,765

	TOTAL EDUCATION	31,035,058
	PUBLIC WORKS	
421	HIGHWAY DEPARTMENT	
	Personal Services	1,182,398
	Expenses	955,540
	Capital	0
	TOTAL 421	2,137,938
431	SOLID WASTE / RECYCLE	
	Personal Services	0
	Expenses	1,778,450
	Capital	0
	Offset/Revolving	(42,410)
	TOTAL 431	1,736,040
491	CEMETERY DEPARTMENT	
	Personal Services	0
	Expenses	20,620
	Capital	0
	TOTAL 491	20,620
	TOTAL PUBLIC WORKS	3,894,598
	HEALTH & HUMAN SERVICES	
510	BOARD OF HEALTH	
	Personal Services	241,215
	Expenses	26,750
	Capital	0
	TOTAL 510	267,965
539	ADULT SUPPORTIVE DAY CARE	
	Personal Services	50,738
	Expenses	6,116
	Capital	0
	TOTAL 539	56,854
540	SENIOR CENTER	
	Personal Services	16,950
	Expenses	60,193
	Capital	0
	TOTAL 540	77,143
541	COUNCIL ON AGING	
	Personal Services	109,526
	Expenses	41,742
	Capital	0
	TOTAL 541	151,268

542	VETERANS SERVICES	
	Personal Services	0
	Expenses	30,000
	Capital	0
	TOTAL 542	30,000
	TOTAL HEALTH & HUMAN SVCS	583,230
	CULTURE & RECREATION	
610	LIBRARY	
	Personal Services	792,980
	Expenses	297,050
	Capital	0
	TOTAL 610	1,090,030
630	RECREATION	
	Personal Services	106,811
	Expenses	36,700
	Capital	0
	Offset / Resolving	0
	TOTAL 630	143,511
670	HISTORICAL COMMISSION	
	Personal Services	0
	Expenses	13,000
	Capital	0
	TOTAL 670	13,000
673	ROUDENBUSH COMM CTR	
	Personal Services	82,642
	Expenses	0
	Capital	0
	Offset	(55,000)
	TOTAL 673	27,642
692	MEMORIAL DAY CELEBRATION	
	Personal Services	0
	Expenses	3,000
	Capital	0
	TOTAL 692	3,000

693	CULTURAL COUNCIL	
	Personal Services	0
	Expenses	3,000
	Capital	0
	TOTAL 693	3,000
	TOTAL CULTURE & RECREATION	1,280,183
910	DEBT SERVICE	
	Principal & Interest	9,628,781
	TOTAL 910	9,628,781
	TOTALS FOR DEBT SERVICE	9,628,781
	UNCLASSIFIED	
911	EMPLOYEE BENEFITS & INS	
	Expenses	3,265,415
	TOTAL 911	3,265,415
	TOTAL UNCLASSIFIED	3,265,415
	TOTAL GENERAL FUND	57,910,429
	WATER ENTERPRISE FUND	
452	WATER ENTERPRISE	
	Personal Services	668,650
	Expenses	1,811,017
	Capital	220,333
	TOTAL WATER ENTERPRISE	2,700,000

A motion to amend Article 4 by withholding \$18,000.00 from the Recreation Department Personal Services in order to influence the Recreation Commission to remove the locks from Edward’s Beach failed for a lack of majority.

Voted by majority vote to adopt the following resolution:

Resolved, Town Meeting directs the Recreation Commission to remove the locks from all the gates at Edwards Beach.



Voted to remove Article 6 from the consent agenda.

Paul Alphen, Chair, gave the report of Arts & Technology Scholarship Committee that was not included in the 2000 Town Report.

Voted unanimously to accept the motions under Articles 1,2,5,8, and 21 previously placed on the consent agenda:

**Article 1:** To accept the Reports of Town Officers, Board and Committees for the calendar year 2000.

**Article 2:** To accept the provisions of Chapter 73, Section 4, Acts of 1986, as amended by Chapter 126, Acts of 1988 by providing for additional property exemptions for qualified residents who may be blind, elderly, widowed, or are disabled veterans, and to maintain the present percentage of 100%.

**Article 5:** To raise and appropriate the sum of \$42,099 for the Teacher's Early Retirement Assessment.

**Article 8:** To appropriate the sum of \$389,591.10 from the proceeds due the town under the provisions of Chapter 53B of the Acts of 1999 and Chapter 150 of the Acts of 2000.

**Article 21:** To rescind the borrowing authorization in the amount of \$100,000 voted under Article 19 of the May 6, 2000 Annual Town Meeting for the purpose of the design and engineering of an addition or modifications to the Beacon Street Highway Garage facility.

**Article 6:** Voted unanimously to authorize revolving funds for the Fiscal Year July 1, 2001 -- June 30, 2002 under the provisions of Mass General Laws, Chapter 44, Section 53 E ½ for the specific purposes outlined below:

**A. PLANNING BOARD**

Twenty five percent (25%) of Fees received for Subdivision and Site Plan & Special Permit Filings, for the purpose of planning, engineering and technical consultant services, and municipal planning activities, said expenditures to be approved by the Planning Board; and not to exceed NINETY THOUSAND (90,000) DOLLARS during fiscal year 2002.

**B. CONSERVATION COMMISSION**

Fees received under the Town's Wetland Protection By-Law for the purpose of engaging scientific, engineering and technical consultant services, said expenditures to be approved by the Conservation Commission; and not to exceed FORTY THOUSAND (40,000) DOLLARS during fiscal year 2002.

**C. COUNCIL ON AGING**

Fees received for the Supportive Day Care Program for the purpose of program maintenance and the hiring of necessary personnel and consulting services, said

expenditures to be approved by the Council on Aging; and not to exceed SIXTY THOUSAND (60,000) dollars during fiscal year 2002.

**D. BUILDING DEPARTMENT**

Ten percent (10%) of Fees received for Building Permits, for the purpose of engaging architectural, engineering and technical consultant services, said expenditures to be approved by the Building Commissioner; and not to exceed FORTY THOUSAND (40,000) DOLLARS during the fiscal year 2002.

**E. BOARD OF HEALTH**

Fees received for Subsurface Sewage Disposal Systems/Lot testing Fees and Pump and Well Inspections, Nursing programs and services fees and Dental fees for the purpose of engaging engineering and technical services related to septic systems and domestic water supply, for materials and technical services for nursing programs and services and materials for dental programs, said expenditures to be approved by the Board of Health; and not to exceed FORTY THOUSAND (40,000) DOLLARS during fiscal year 2002.

**F. SEALER OF WEIGHTS AND MEASURES**

Fees received for inspecting and calibrating weights and measures for the purpose of compensating and meeting the expenses of the Sealer of Weights and Measures, said expenditures to be approved by the Sealer of Weights and Measures; and not to exceed TWO THOUSAND EIGHT HUNDRED (2,800) dollars during fiscal year 2002.

**G. RECYCLING COMMISSION**

Revenues received from the sale of recycled materials and MA Recycling Incentive Program (MRIP) grants to meet the expenses of the recycling program, said expenditures to be approved by the Recycling Commission; and not to exceed FORTY TWO THOUSAND, FOUR HUNDRED AND TEN (42,410) dollars during fiscal year 2002.

**H. FIRE DEPARTMENT**

Fees received from Fire Alarm Box Assessments for the purpose of Fire Alarm Equipment, Repairs, Replacement, Service and other related expenses, said expenditures to be approved by the Fire Chief; and not to exceed FIFTY THOUSAND (50,000) DOLLARS during fiscal year 2002.

**I. RECREATION COMMISSION**

Fees received for Field Rental for the purpose of field maintenance and related hiring of necessary personnel and consulting services, said expenditures to be approved by the Town Manager; and not to exceed THREE HUNDRED FIFTY THOUSAND (350,000) DOLLARS during fiscal year 2002.

**J. ANIMAL CONTROL OFFICER**

Twenty-five percent (25%) of Fees received for Dog licenses and miscellaneous Animal Control Fees for the purposes of engaging consulting services, said expenditures to be approved by the Town Manager; and not to exceed FIFTEEN THOUSAND (15,000) dollars during fiscal year 2002.



**Article 7:** Voted by majority vote, pursuant to MGL, Chapter 40, Section 8C, to raise and appropriate the sum of \$50,000 to be deposited in the Town’s Conservation Expendable Trust Fund.

The Town voted unanimously to adjourn for lunch at 1:00 PM and to reconvene following the adjournment of the Special Town Meeting at 2:00 PM.

Ellen Harde, Moderator, called the meeting back to order at 2:29 PM.

**Article 9:** Voted unanimously to appropriate from Water Department Available Funds the sum of THREE HUNDRED THOUSAND DOLLARS (\$300,000) for the purpose of painting the inside and outside of the Prospect Hill water storage tank.

Selectmen Recommended Approval; Finance Committee Approved

**Article 10:** Voted unanimously to raise and appropriate the sum of ONE MILLION (1,000,000) dollars to provide for the capital requests of the following town departments in the following amounts:

Technology	\$116,680
Town Clerk	1,960
Conservation Commission	7,500
Town Hall	90,000
Police Department	131,000
Fire Department	302,000
Emergency Management	10,000
Highway Department	220,410
Solid Waste	18,300
Cemetery Department	50,000
Library	40,250
Recreation Department	11,900
School Department	0

Selectmen Recommended Approval; Finance Committee Approved

**Article 11:** Voted with a 2/3 majority to appropriate the sum of TWO MILLION ONE HUNDRED THOUSAND (\$2,100,000) DOLLARS to be expended at the direction of the Permanent School Building Committee, to pay additional costs for the construction, original equipping and furnishing of two new elementary schools, one located at the Greystone site and the other on the Hartford Road site, to meet the School Department’s K-5 needs, including site development and all other costs incidental and related thereto and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7, and Chapter 70B of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefor, and further that

the Permanent School Building Committee is hereby authorized to enter into any and all contracts in connection therewith.

Selectmen Approved; Finance Committee Approved

**Article 12:** Voted with a 2/3 majority vote to appropriate the sum of TEN MILLION EIGHT HUNDRED THOUSAND (\$10,800,000) DOLLARS for the construction of a new highway garage facility, including construction, related site development, original equipment, furnishings and all other costs incidental and related thereto, on a site located north of North Main Street and west of North Street, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefor.

Selectmen Approved; Finance Committee Supported 6-3 in favor

**Article 13:** Voted unanimously to raise and appropriate the sum of ONE HUNDRED FIFTY THOUSAND (\$150,000) for the acquisition of three (3) affordable, rental units and the reduction in market cost of five (5) affordable units for home ownership at Brookside Mill and authorize the Board of Selectmen to enter into any agreements and take any actions which are necessary to facilitate the acquisition of said units by the Westford Housing Authority.

Selectmen Recommended Approval; Finance Committee Approved

**Article 14:** Voted that the Town raise and appropriate the sum of \$1000 to fund the ongoing assessment of beaver activity in the Town of Westford, all expenditures related to this article to be authorized by the Town Manager, and to bring the assessment back to fall Town Meeting for enactment.

Selectmen Recommended approval; Finance Committee Approved

**Article 15:** Voted unanimously that the Town pursuant to M.G.L., Ch. 40, Sec. 15A transfer the care, custody and control of Kennedy Pond land so called, shown on Assessors map 5, as Parcels 20 & 20.1 containing 1.2 & 5.76 acres, respectively, from the Recreation Dept to the Conservation Commission.

Selectmen Recommended Approval; Finance Committee Recommendation Not Required

**Article 16:** Voted unanimously that the Town authorize the Board of Selectmen to accept a gift of land for conservation purposes from Horse Head Enterprises, Inc., 124 Main St., Westford, MA, said land consisting of approximately 44.33 acres, and identified as consisting of Westford Assessors' Map 14 Parcel 34.16 (26.33 acres) and Map 15 Parcel 2.26 (18.00 acres) and more specifically described as being shown as Parcel A (26.33 acres) and Parcel B (18.00 acres) on a Plan entitled "Definitive Subdivision Plan of Land, Beaver Brook Estates, Westford, MA Prepared for: R.M. Hicks, Inc., 124 Main Street, Westford, MA 01886" dated September 3, 1996, with a latest revision date of May 5, 1997 by Landtech Consultants, Inc., 484 Groton Road, Westford, MA, which is recorded at the North Middlesex Registry of Deeds Book of Plans 195 Plan 10, said land to be accepted pursuant to MGL Ch. 40, s. 8C to be under the care, custody, and control of the Conservation Commission for the protection of the natural and watershed resources of the Town.

Selectmen Recommended Approval; Finance Committee Recommendation Not Required



**Article 17:** Voted unanimously that the Town amend the vote taken under Article 14, "Farmer Parcel – Land Transfer/Conveyance In Accordance With Stony Brook Center Master Plan" approved at the November 13, 2000 Special Town Meeting, by re-allocating the earlier transfer or conveyance of the care, custody, management and control of the land as shown on a plan of land entitled "Plan of Land in Westford, Massachusetts", prepared by GEOD Consulting for the Stony Brook Center Master Plan Committee, and last revised on November 3, 2000, to a revised apportionment in accordance with a new plan of land titled "Plan of Land in Westford, Massachusetts", prepared by GEOD Consulting for the Stony Brook Center Master Plan Committee, and dated February 12, 2001.

Selectmen Recommended Approval; Finance Committee Approved

**Article 18:** Voted unanimously that the Town pursuant to M.G.L., Ch. 40, Sec. 15A transfer the care, custody, and control of a parcel of land shown on Assessors map 30, as Lot 32.1, containing approximately 26 acres, from the Board of Selectmen to the Water Commission.

Selectmen Recommended Approval; Finance Committee Approved

**Article 19:** Voted unanimously that the Town accept a certain parcel of land from Ryan Development, Inc., located on the northwest corner of the intersection of Littleton & Tadmuck Roads and as shown on Assessors Map 23, as Parcel 15.2, containing 1.80 acres, and to authorize the Board of Selectmen to deed this property to the Housing Authority.

Selectmen Recommended Approval; Finance Committee Approved

**Article 20:** The motion relative to deeming 17 acres on the westerly side of Boston Rd as conservation land and urging the Board of Selectmen to vote to make the land available to be turned over to the Conservation Commission at the next Town Meeting failed for lack of a majority.

Selectmen did not recommend; Finance Committee did not recommend Approval

The Town voted by majority vote to take Article 30 out of order.

**Article 30:** Voted by 2/3 majority vote to amend the Westford Zoning By-Law, Section 173-26, Growth Management Bylaw, as follows:

In Paragraph B, (Applicability, effect and definitions), (I) which currently reads

"Beginning in February 12, 1996, no building permit for a new dwelling unit or units shall be issued unless in accordance with the regulations of this Section 173-45 or unless exempted by Sections 173-45.f., herein."

replace the date "February 12, 1996, with the date "May 5, 2001."

and in paragraph B (Applicability, effect and definition), subparagraph (3)(a) the first sentence of which currently reads

“Growth rate limit” shall mean the maximum number of building permits that may be authorized in a two-year period, which shall be 250 permits.”

replace the words “250 permits” with the words “sixty (60) permits”.

In paragraph C (Planned Growth Rate), subparagraph (1) which currently reads

“The growth rate limit based on a target growth rate of 125 dwelling units per year. In order to provide flexibility for fluctuations in the general economy as well as the development cycle, the target limit is established as 250 permits for new dwelling units over a twenty-four (24) month period. Furthermore, in order to reflect the large number of building permits that are statutorily exempt from the provisions of this section 173-45 at the time of its adoption (due to prior approval of subdivision plans, plans subject to M.G.L. C. 41, s. 81P, special permits and building permits), the growth rate limit in effect at any point in time shall be adjusted by subtracting from the 250 permit target rate, fifty percent (50%) of the number of exempt parcels and/or units for which building permits have not been issued. In no case, however, shall the number of non-exempt building permits issued be reduced below 100 permits in any two-year period.

replace the words “125 dwelling units per year” with the words “thirty (30) dwelling units per year”;

replace the words “250 permits for new dwellings units” with the words “sixty (60) permits for new dwelling units;

replace the words “250 permit target rate” with the words “ sixty (60) permit target rate”;

and replace the words “reduced below 100 permits in any two-year period” with the words “reduced below twenty-four (24) permits in any two year period.”

In paragraph F, (Exemptions) which currently reads “The following developments are specifically exempt from the Planned Growth Rate and Development Scheduling Provisions of this by-law. The issuance of the building permits for these developments shall count toward the growth rate limitation of the 250 permits in a two year period but shall not affect the minimum number of nonexempt permits to be issued of 100 permits in a two year-period, as set forth in Section 173-26.C (1)

replace the words “250 permits in a two year period” with the words “60 permits in a two-year period”;

and replace the words “100 permits in a two-year period” with the words “60 permits\* in a two-year period.”

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\* Note: this number of permits was reconsidered at the adjourned meeting May 7 and the “60 permits” amended to “24 permits.”



To add the following sentence to the motion:

“In the event that this amendment is held invalid by any authority or court then the Growth Management Bylaw as it existed prior to the enactment of this amendment shall continue in effect.”

An amendment by the Master Plan Implementation Committee to allow a higher number of building permits failed for lack of a majority.

Finance Committee unanimously recommended approval

Voted to adjourn the meeting until 7:00 PM, Monday, May 7, 2001

### **ADJOURNED ANNUAL TOWN MEETING**

Monday, May 7, 2001

Ellen Harde, Moderator, reconvened the meeting at 7:00 PM on Monday, May 7, 2001

Motion to reconsider Article 30 passed unanimously.

**Article 30:** Motion to reconsider Article 30 voted at the May 5, 2001 session passed unanimously. Moved and voted unanimously to amend the motion passed under Article 30 as follows:

In paragraph F (Exemptions) of the Westford Zoning Bylaw, Section 173-26, Growth Management Bylaw which was amended May 5, 2001 to read

“The following development are specifically exempt from the Planned Growth Rate and Development Scheduling provisions of this bylaw. The issuance of building permits for these developments shall count toward the growth rate limitation of 60 permits in a two-year period, but shall not affect **the minimum number of non-exempt permits to be issued of 60 permits in a two year period**, as set forth in Section 173-26 C (1).

Replace the words “the minimum number of non-exempt permits to be issued of 60 permits in a two year period” with the words “the minimum number of nonexempt permits to be issued of 24 permits in a two year period.”

**Article 22:** Voted pursuant to MGL Ch 82 S.21, to discontinue the southerly half of Robbins Rd as a public way, to begin at a point on the road which is 700ft south of the road’s intersection with Littleton Road and the discontinuance to continue southerly for the remaining length of the road.

Selectmen Recommend approval; Finance Committee recommend approval

**Article 23:** Voted unanimously that the Town amend the Westford Code by adopting a new Chapter 14 to be entitled “Community Preservation Committee.”

A motion to amend to define “community housing” failed for lack of a majority.

A motion to have two members of the committee elected instead of appointed failed for lack of a majority.

## **Chapter 14. Community Preservation Committee**

### **Section 1: Establishment**

There is hereby established a Community Preservation Committee (“Committee”), consisting of nine (9) voting members pursuant to MGL Chapter 44B. The composition of the Committee, the appointing authority and the term of office for the committee members shall be as follows:

One member of the Conservation Commission as designated by the Conservation Commission for a term of three years.

One member of the Historical Commission as designated by the Historical Commission for a term of three years.

One member of the Planning Board as designated by the Planning Board for an initial term of two years and thereafter for a term of three years.

One member of the Recreation Commission as designated by the Recreation Commission for an initial term of two years and thereafter for a term of three years.

One member of the Housing Authority as designated by the Housing Authority for an initial term of one year and thereafter for a term of three years.

Four members to be appointed by the Board of Selectmen, two members to be appointed for a term of one year and thereafter for a term of three years, one member to be appointed for a term of two years and thereafter for a term of three years, and one member to be appointed for a term of three years.

If there are no persons acting in the capacity of or performing like duties of any such commission, board or authority the Board of Selectmen shall have the authority to appoint a member representative of such commission, board or authority. Should any individual be unable to complete his/her term of appointment, the appointing authority of that individual shall appoint a new member to complete the term.

### **Section 2: Duties**

(1). The Committee shall study the needs, possibilities and resources of the town regarding community preservation before making any recommendation to Town Meeting. The Committee shall consult with existing municipal boards, including but not limited to the Conservation Commission, the Historical Commission, the Planning Board, the Recreation Commission and the Housing Authority, or persons acting in those capacities or performing like duties, in conducting such studies. The Committee shall consult with other town boards, commissions or committees as it deems necessary. As part of its study, the Committee shall hold one or more public informational hearings on the needs, possibilities and resources of the town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the town.

(2). The Committee shall make recommendations to the Town Meeting based on its studies for the acquisition, creation and preservation of open space, for the acquisition and preservation of historic resources, for the acquisition, creation and preservation of land for recreational use, for



the creation, preservation and support of community housing and for rehabilitation or restoration of such open space, historic resources, land for recreational use and community housing that is acquired or created as provided in this section. With respect to community housing, the Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

(3). The Committee may include in its recommendation to the Town Meeting a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose or to set aside for later spending funds in the Community Preservation Fund for general purposes that are consistent with community preservation. Recommendations to the Town Meeting shall include the anticipated costs of such recommendations.

(4). The Committee shall keep a full and accurate account of all of its actions, including its recommendations and the action taken on them and records of all appropriations or expenditures made from the Community Preservation Fund. The committee shall also keep records of any real property interests acquired, disposed of or improved by the city or town upon its recommendation, including the names and addresses of the grantors or grantees and the nature of the consideration. The records and accounts shall be public records.

### **Section 3: Requirement for a quorum**

The Committee shall not meet or conduct business without the presence of a quorum. A majority of the members of the community preservation committee shall constitute a quorum. All meetings of the community preservation committee shall be held in accordance with the Open Meeting law, MGL c. 39, §23B. The community preservation committee shall approve its actions by majority vote.

### **Section 4: Amendments**

This Chapter may be amended from time to time by a majority vote of the Town Meeting, provided that the amendments would not cause a conflict to occur with MGL, Chapter 44B.

### **Section 5: Severability**

In case any section, paragraph or part of this chapter be for any reason declared invalid or unconstitutional by any court of last resort, every other section, paragraph or part shall continue in full force and effect.

### **Section 6: Effective Date**

Following Town Meeting approval, this Chapter shall take effect immediately upon approval by the Attorney General of the Commonwealth.

Each appointing authority shall have thirty days after approval by the Attorney General to make their initial appointments. Should any appointing authority fail to make its appointment within the allotted time, the Town Manager shall make the appointment.

Selectmen Recommended Approval

Leslie Thomas of the Citizen's for the Community Preservation Act presented a check to Bob Jefferies, chair of the Board of Selectmen representing the balance of the committee's funds to be used for Community Preservation.

**Article 25: Voted not to approve the motion relative to prohibiting heavy truck traffic on Tyngsboro Rd**

**The Town voted to adopt the following resolution:** Resolved, that the Westford Police Department shall strictly and vigorously enforce the posted speed limit on all roads in Westford for all trucks and cars, including town vehicles. By “vigorously” we mean that sufficient Police Department resources shall be devoted to enforcing the speed limit on these roads to keep the typical speed of traffic as close as possible to the posted limit.

Selectmen Did Not Recommend Approval

**Article 26:** Voted unanimously to amend the Westford Zoning Bylaw to change the zoning classification from Industrial A (IA) to Residential B (RB) for the land situated at the corner of Graniteville Road and Bridge Street, shown on Assessors Map 30, as Lot 77.01.

An amendment to change the zoning to Residential A (RA) failed for lack of a majority.

Selectmen Recommended Approval

**Article 27:** Voted by 2/3 majority to amend the Westford Zoning Bylaw to change the zoning classification from Residential A (RA) to Commercial Highway (CH) for a portion of land located at 250 Littleton Road, shown on Assessors Map 16, as Parcel 80 and described by deed recorded at book 2031 page 35 in the Middlesex North Registry of Deeds, so that the result is that all of Parcel 80 is zoned Commercial Highway (CH).

Selectmen Did Not Recommend Approval

**Article 28:** Voted unanimously to amend the Westford Zoning Bylaw as follows:

- 1) Delete in their entirety Sections 173-14. Wetlands Zone and 173-15. Edge Zone;
- 2) Add the following definition to Section 173-5. Word Usage; Definitions

WETLAND(S) – Those land areas subject to the jurisdiction of and as defined and field located pursuant to the Massachusetts Wetlands Protection Act (M.G.L.c.131, ss.40 and 40A) and the Town of Westford Non-zoning Wetlands Bylaw, (Code of the Town of Westford, Chapter 171);

- 3) Amend Section 173-8. Classes of Districts by deleting in its entirety Paragraph B of said Section;

- 4) Amend Section 173-9. Location & Boundaries of Districts. by deleting the following language:

“and as further described on air photos, Westford’s Wetlands, for a Wetlands Zone in Sec. 173-14B and for an Edge Zone in Sec. 173-15B. Said maps and photos are filed in the office of Town Clerk and, with their notations printed thereon and annexed thereto, are hereby made parts of this chapter.”;

- 5) Amend Chapter 173, Appendix A Table of Dimensional & Density Regulations, Notes for Table of Dimensional and Density Regulations, Note 3, so that it reads as follows:



“3. For new residential lots, at least seventy-five (75) percent of the required minimum lot area shall be dry land, that is not wetland as defined under this Chapter, or within the Floodplain Zone as described in Section 173-16.B”

Selectmen Recommended Approval

**Article 29:** Voted by a 2/3 majority vote that the Town amend the Westford Zoning Bylaw by adding to Article IV, Dimensional Regulations, Section 173-18, Specific Requirements, the following paragraph:

“K. Child Care Facilities in Residential Districts. In Residence A, Residence B, and Residential Multifamily Zoning Districts, the footprint of a building which is principally used as a child care facility shall not exceed 2,500 square feet. As used in this paragraph, the term “footprint” shall mean the land area occupied by a building, at the surface of the ground, excluding open porches. As used in this paragraph the term “day care facility” shall mean a day care center or school age child care program as those terms are defined in the Massachusetts General Laws Chapter 28A, Section 9. The provisions of this paragraph shall not apply to child care facilities which (i) were lawfully existing on the effective date of this paragraph or to additions, extensions or alterations thereto, or (ii) are located in building owned by non profit organizations and used in whole or in part by such non profit organizations for their non profit purposes.

Voted to adjourn the meeting at 9:55 PM.

## SPECIAL TOWN MEETING

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Saturday, March 24, 2001

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town affairs, held at the Abbot Elementary School on Saturday, March 24, 2001, called to commence at 10:00 AM, the following business was transacted:

Election officers, using voting lists, acted as tellers at the doors.

Ellen Harde, Town Moderator, called the meeting to order at 10:10 AM with a quorum of 200 voters.

The Town voted unanimously to allow all non-resident Town employees or board members and Town Counsel to sit on Town Floor.

**Article 1:** The Town voted by majority vote, but not unanimously, to accept Section 3 to 7 inclusive, of Chapter 44B of the General Laws, otherwise known as the Massachusetts Community Preservation Act, by approving a surcharge on real property for the purposes permitted by said Act, including the acquisition, creation and preservation and support of community housing, and the rehabilitation and restoration of such open space, historic resources, land for recreational use and community housing that is acquired or created as provided under said Act, that the amount of such surcharge on real property shall be 3% of the annual real estate tax levy against real property, and that the Town accepts the following exemptions from such surcharge permitted under Section 3 (e) of said Act: property owned and occupied as a domicile by any person who qualifies for low income housing or low or moderate income senior housing in the town, as defined in Section 2 of said Act and; \$100,000 of the value of each taxable parcel of residential real property.

The Finance Committee unanimously opposed this article. The Board of Selectmen unanimously supported this article.

An amendment to this Article was presented by the Finance Committee to change the figure of 3% to 1%, which failed for a lack of majority vote.

The meeting was adjourned at 12:20 PM.



## SPECIAL TOWN MEETING

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Saturday, May 5, 2001

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town affairs, held at the Abbot Elementary School on Saturday, May 5, 2001, called to commence at 2:00 PM, the following business was transacted:

Election officers, using voting lists, acted as tellers at the doors.

The Mary Smith awards were presented to David Jong and Mickey Crocker.

The Gordon B. Seavey award was presented to the Westford Academy Community Service Group.

Jack Wrobel, former Board of Selectmen member, was presented with a rocking chair in honor of this retirement from the Board.

Ellen Harde, Town Moderator, called the meeting to order at 2:20 PM with a quorum of 200 voters present.

The Town voted unanimously to allow all non-resident Town employees or board members and Town Counsel to sit on Town Floor.

**Article 1:** The Town voted unanimously to dismiss this Article, relative to authorizing the Board of Selectmen, pursuant to MGL, Chapter 40, Section 3, to grant to the Nashoba Valley Technical High School an easement for the premises located at 100 Littleton Road, shown on Assessors Map 35, as Parcel 1, for the purpose of installing a sewer line service and to further authorize the Board of Selectmen to enter into any agreements and take any actions which are necessary to facilitate said installation.

**Article 2:** The Town voted unanimously to accept the provisions of Chapter 380 of the Acts of 2000 further regulating certain Real Estate Tax Exemptions under MGL Chapter 59 Section 5 Clause 17E and 41D, by providing for an increase in the Income and Asset Limits that apply to surviving spouses, surviving minors, or elderly persons seeking a personal real estate tax exemption under MGL Chapter 59 Section 5 Clause 17D and 41C. The Finance Committee did not state their position on this Article.

**Article 3:** The Town voted unanimously to appropriate from Free Cash the sum of TWO HUNDRED THIRTY-EIGHT THOUSAND (\$238,000) DOLLARS to supplement the Fiscal Year 2001 operating budgets for the following departments in the following amounts:

Human Resource, Expenses	\$ 8,000
Town Counsel, Expenses	\$ 30,000
Unclassified, Group Health Insurance	\$200,000

*May 5, 2001 Special Town Meeting*

The Finance Committee and the Board of Selectmen both supported this Article.

**Article 4:** The Town voted unanimously to dismiss this article relative to Fiscal Year 2001 Transfers.

The Town voted unanimously to adjourn this meeting at 2:27 PM.



## SPECIAL TOWN MEETING

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Tuesday, November 13, 2001

At a legal meeting of the inhabitants of the Town of Westford, qualified by law to vote in Town affairs, held at the Westford Academy on Tuesday, November 13, 2001, called to commence at 7:30 pm, the following business was transacted:

Election officers, using voting lists, acted as tellers at the doors. A total of 260 voters were in attendance.

Ellen Harde, Town Moderator, declared that a quorum was present and called the meeting to order at 7:45 pm.

It was voted unanimously to allow Town employees and consultants who are not residents to address this meeting.

### **ARTICLE 1: FISCAL YEAR 2002 SUPPLEMENTAL APPROPRIATIONS**

A **MOTION** was duly made and seconded, and it was voted to **AMEND** the amount for the Westford Public Schools from \$87,866 to \$136,316 so that the final motion that passed read:

That the Town appropriate the sum of ONE HUNDRED EIGHTY ONE THOUSAND FIVE HUNDRED NINETY SIX (\$181,596) DOLLARS to supplement the Fiscal Year 2002 operating budgets for the following Town departments in the following amounts:

Raise and Appropriate the sum of \$181,596 for the following accounts:

305 Westford Public Schools	\$ 136,316
541 Council on Aging, Personal Services	\$ 6,280
542 Veterans Services, Personal Services	\$ 14,000
630 Recreation, Expenses	\$ 25,000

Appropriate from Water Revenue the sum of \$8,000 for the following account:

452 Water Enterprise, Personal Services	\$ 8,000
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Finance Committee approved  
Selectmen approved

### **ARTICLE 2: FISCAL YEAR 2002 TRANSFERS**

It was voted that the Town transfer the sum of SIX HUNDRED SEVENTY SEVEN THOUSAND SIX HUNDRED SEVENTY EIGHT (\$677,678) DOLLARS from and to the following Fiscal Year 2002 accounts in the following amounts:

\$ 5,000 from 910 Debt Service, Principal & Interest to 123 Town Manager, Expenses

\$ 20,000 from 910 Debt Service, Principal & Interest to 132 Finance Department, Audit  
\$150,000 from 910 Debt Service, Principal & Interest to 152 Human Resources, Expenses  
\$ 42,000 from 910 Debt Service, Principal & Interest to 220 Fire Department, Personal Services  
\$100,000 from 910 Debt Service, Principal & Interest to 421 Highway Department, Expenses  
\$350,678 from 910 Debt Service, Principal & Interest to 911 Employee Benefits & Insurance,  
Expenses  
\$ 10,000 from 192 Town Hall Maintenance, Expenses to 192 Town Hall Maintenance, Personal  
Services

Finance Committee approved  
Selectmen approved

**ARTICLE 3: STABILIZATION FUND FISCAL YEAR 2002**

It was voted unanimously that the Town appropriate from free cash the sum of TWO MILLION FIFTY-NINE THOUSAND EIGHT HUNDRED FIFTY-ONE (\$2,059,851) DOLLARS to be deposited in the Stabilization Fund, established under Massachusetts General Laws, Chapter 40, Section 5B.

Finance Committee approved  
Selectmen approved

The Meeting then voted to take Article 15 out of order.

**ARTICLE 15: REDUCTION OF AMOUNT TO BE RAISED BY TAXES IN FY 2002**

It was voted unanimously to dismiss Article 15.

Selectmen and Finance Committee voted unanimously to recommend dismissing the article.

**ARTICLE 4: SUPPLEMENTAL APPROPRIATION FOR THE CONSTRUCTION OF A MIDDLE SCHOOL ON THE STONY BROOK CENTER – FARMER PARCEL**

It was voted by a 2/3 majority that the Town appropriate an additional sum of TWO MILLION NINE HUNDRED THOUSAND (\$2,900,000) DOLLARS to be expended at the direction of the Permanent School Building Committee, to pay additional costs of constructing, originally equipping and furnishing of an approximately 750 pupil capacity middle school located at the so-called Stony Brook Center site off of Groton Road, to meet the School Department's grades 6, 7 and 8 needs, including site development and all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44, Sections, 7(3) and 7(3A) and Chapter 70B of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefor, and further, that the Permanent School Building Committee is hereby authorized to enter into any and all contracts in connection therewith.

Finance Committee approved  
Selectmen approved



**ARTICLE 5: ABBOT SCHOOL SEWAGE TREATMENT FACILITY**

A **MOTION** was made and duly seconded, and it was voted to **AMEND** the main motion by adding a phrase to the end of the motion to read: “, subject to careful review and analysis of the alternate bid by the Town Manager with a report presented to the Board of Selectmen and the Finance Committee prior to the bid award.” So that the final motion that passed unanimously read:

That the Town appropriate the sum of ONE MILLION FIVE HUNDRED THOUSAND (\$1,500,000) DOLLARS to be expended at the direction of the School Department, to pay costs of constructing a wastewater treatment facility at the Abbot School on Depot Street and installing infrastructure necessary to connect the municipal buildings located on Main Street to said facility, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7(1) of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefor, and further, that the School Department and the Town Manager are hereby authorized to enter into any and all contracts in connection therewith, subject to careful review and analysis of the alternate bid by the Town Manager with a report presented to the Board of Selectmen and the Finance Committee prior to the bid award.

Finance Committee approved  
Selectmen approved

The following **MOTION TO AMEND** was made and duly seconded:

To include the Police Station in the definition of municipal buildings located on Main Street.

The motion **FAILED** for lack of majority.

The following **MOTION TO AMEND** was made and duly seconded:

To delete “hereby authorized to borrow” said amount and replace with “funding source would be a transfer from stabilization funds”.

The motion **FAILED** for lack of majority.

The following **MOTION TO AMEND** was made and duly seconded:

To insert after Main Street to said facility,

“pay costs to construct a waste water treatment facility and install infrastructure to connect the municipal building and for the subject facilities to service Abbot.”

The motion **FAILED** for lack of majority.

**ARTICLE 6: POLICE & FIRE INDEMNIFICATION**

It was voted that the Town accept the provisions of Chapter 41, Section 100B regarding the indemnification of Police Officers and Firefighters.

Finance Committee approved  
Selectmen approved

**ARTICLE 7: HIGHWAY DEPARTMENT CHAPTER 90 FUND**

It was voted unanimously that the Town appropriate the sum of TWO HUNDRED ONE THOUSAND FOUR HUNDRED FIVE (\$201,405) DOLLARS from the proceeds due the Town under the provisions of Chapter 235 of the Acts of 1999, for the purposes of repair, construction, and maintenance of town roads, and any other related costs.

Finance Committee approved  
Selectmen approved

**ARTICLE 8: ACCEPTANCE OF GENERAL BYLAWS OF THE TOWN DATED OCTOBER 2, 2001**

It was voted unanimously that the Town accept the renumbering of the various bylaws of the Town from the original numbering to the numbering, codification, arrangement, sequence and captions as set forth in the General Bylaws of the Town of Westford, dated October 2, 2001, including changes to the formatting reflected in the copy dated November 13, 2001, and on file with the Town Clerk.

Finance Committee approval not required  
Selectmen approved

**ARTICLE 9: TOWN GENERAL BYLAW AMENDMENT**

It was voted that the Town amend Chapter 1-1D of the Westford General By-laws, Non-criminal Disposition of Violations - Penalties, by adding the following Body Art Regulations of the Board of Health to the schedule of penalties:

Section Number	Subject	Fine
15.7	Body Art without Permit (Board of Health)	\$1,000 per day
15.8	Body Art on minor without written consent by parent or legal guardian (Board of Health)	\$1,000 per violation/person
15.9	Performing tattooing/branding/scarification on anyone under 18 (Board of Health)	\$1,000 per violation/person

Finance Committee approved  
Selectmen approved



**ARTICLE 10: VINEYARD ESTATES LAND DONATION**

It was voted unanimously that the Town accept from Guthall, LLC, located at One Billerica Road, Chelmsford, MA, a gift of land containing 15.32 acres, and identified on Westford Assessors Map 47, as parcel 45.15, said land to be accepted pursuant to Massachusetts General Laws Chapter 40, Section 8C to be under the care, custody and control of the Conservation Commission.

Finance Committee approval not required  
Selectmen approved

**ARTICLE 11: LITTLETON & CARLISLE ROAD RIGHTS OF WAY DONATION**

It was voted unanimously that the Town, pursuant to MGL Chapter 40, Section 14, authorize the Board of Selectmen to accept a gift of land located at the corner of Littleton & Carlisle Roads, said land containing 1,167 s.f., and identified on a plan entitled "Taking & Easement Plan in Westford, MASS.," prepared by Siegrist Land Surveying, dated September 20, 2001, and recorded at the Registry of Deeds as plan #108, book 206; and that said land to be accepted as a Town public way in accordance with Massachusetts General Laws Chapter 82.

Finance Committee approval not required  
Selectmen approved  
Planning Board approved

**ARTICLE 12: STREET ACCEPTANCES**

It was voted unanimously that the Town authorize the Board of Selectmen to accept a fee interest in, pursuant to Massachusetts General Laws Chapter 40, Section 14, and to accept the following streets as Town Public ways pursuant to Massachusetts General Laws Chapter 82: Birchwood Drive, Blacksmith Drive, Blue Heron Drive, Butterfield Lane, Chesapeake Drive, Curren Drive, Cutter Lane, Danley Drive, Eagles Nest Road, Fawn Road, Gooseneck Lane, Grassy Lane, Humiston Circle, Jack Rabbit Lane, Rooks Way, Lakeside Terrace, Loon Way, Morrison Lane, Perham Circle, Pond View Circle, Russell's Way (sta. 0+00 to 120+25), Shipley Circle, Southwick Circle, Torrey Terrace, True Bean Way, and Vineyard Road Extension.

Finance Committee approved  
Selectmen approved

**ARTICLE 13: ZONING BYLAW REFORMATTING**

A **MOTION** was made and duly seconded, and it was voted to **AMEND** the main motion by adding after "the November 13, 2001 edition" the following text: "enumerated in a 3-page document entitled Amendments to Article 13 Reformatted Zoning Bylaw Dated November 13, 2001." So that the final motion that passed read:

That the Town amend the Westford Zoning Bylaw as follows:

1. Delete in its entirety Chapter 173, Westford Zoning Bylaw; and
2. Add a new Chapter 173, titled Town of Westford, Massachusetts, Zoning Bylaw, dated September 13, 2001, and including amendments incorporated in the November 13, 2001 edition enumerated in a 3-page document entitled "Amendments to Article 13 Reformatted Zoning Bylaw Dated November 13, 2001," consisting of the following sections: Section 1.0 – Introduction, Section 2.0 – Districts, Section 3.0 - Use Regulations, Section 4.0 - Dimensional Regulations, Section 5.0 - General Regulations, Section 5.1 - Off street Parking Regulations, Section 5.2 - Loading Requirements, Section 5.3 – Sign, Section 5.4 – Landscaping Requirements, Section 6.0 - Special Regulations, Section 7.0 – Special Residential Regulations, Section 8.0 – Special Districts, Section 9.0 – Administration and Procedures, Section 10.0 – Definitions; a complete version of which is on file with the Town Clerk.

Finance Committee approval not required  
Selectmen approved  
Planning Board approved

#### **ARTICLE 14: GROWTH MANAGEMENT BYLAW AMENDMENT**

A **MOTION** was made and duly seconded and the following **AMENDMENTS** were passed by the meeting:

To delete paragraphs numbered 2 and 3 in the Motion relative to sections 173-26.C(2) and 173-26.D (5) respectively.

To divide the question and vote on it in two parts: part one being the definition and part two being the exemptions.

To amend part two of the question by referring item nine (9) in paragraph four (4) relative to accessory dwelling units back to the Growth Management Committee for further study.

**So that the final motion that passed unanimously under part one of the divided question read:**

That the Town amend Section 173-26 of the Westford Zoning By-law (Growth Management) in the following manner:

1. Revise Section 173-26.B(3)(a):

by deleting the words "which shall be sixty (60) permits" in the first sentence and replacing the words "an analysis" with the words "ongoing analyses" in the second sentence, and deleting in its entirety the sentence "Units exempt under Section 173-26 are included within the calculation of the growth rate limit." So that the amended section reads:



**“Growth rate limit”** shall mean the maximum number of building permits that may be authorized in a two-year period. The growth rate limit is based upon ongoing analyses of recent average growth rates, and the 1995 Master Plan’s policies and implementation strategies to manage the current high level of residential growth in the Town.

**And the final motion that passed unanimously under part two of the divided question read:**

That the Town amend Section 173-26 of the Westford Zoning By-law (Growth Management) in the following manner:

4. Revise Section 173-26.F, Exemptions, which currently reads

The following developments are specifically exempt from the Planned Growth Rate and Development Scheduling provisions of this by-law. The issuance of building permits for these developments shall count toward the growth rate limitation of 60 permits in a two-year period, but shall not affect the minimum number of nonexempt permits to be issued of 24 permits in a two-year period, as set forth in Section 173-26.C(1).

- (1) Dwelling units in the types of development set forth in section 173-26.D(1) which are exempt by virtue of the provisions of General Laws c. 40A, s. 6.
- (2) An application for a building permit for the enlargement, restoration, or reconstruction of a dwelling in existence as of the effective date of this by-law, provided that no additional residential unit is created.
- (3) Dwelling units for low and/or moderate income families or individuals, where all of the following conditions are met:
  - (a) Occupancy of the units is restricted to households qualifying under the Local Initiative Program as administered by the Executive Office of Communities and Development;
  - (b) The affordable units are subject to a properly executed and recorded deed restriction running with the land which shall limit each succeeding resale price to an increase of 10 percent (10%), plus any increase in the consumer price index, plus the cost of any improvements certified by the Building Inspector.
- (4) Dwelling units for senior residents, where occupancy of the units is restricted through a properly executed and recorded deed restriction running with the land. For purposes of this Section, "dwelling units for senior residents" shall be construed to mean that said units are to be owned and occupied only by persons at least one (1) of whom shall be fifty-five (55) years of age or older. (Amended by Article 1, Special Town Meeting 7-17-2000)

- (5) Development projects which voluntarily agree to a minimum 25% permanent reduction in density below the density permitted under zoning and feasible given the environmental conditions of the tract, with the surplus land equal to at least five buildable acres and permanently designated as open space and/or farmland. The land to be preserved shall be protected from development by an Agricultural Preservation Restriction, Conservation Restriction, dedication to the Town, or other similar mechanism that will ensure its protection.
- (6) Any tract of land existing and not held in common ownership with an adjacent parcel on the effective date of this Section 173-26 shall receive a one-time exemption from the Planned Growth Rate and Development Scheduling provisions for the purpose of constructing one single-family dwelling unit on the parcel.
- (7) Dwelling units permitted in the Mill Conversion Overlay District, Section 173-25A. (Added by Article 31, Special Town Meeting 11-13-2000)

by adding the following:

- (8) Dwelling units in Assisted Living Facilities as permitted in Section 173-20A.

Finance Committee approval not required  
Selectmen approved

It was voted to adjourn the Special Town Meeting at 10:34 pm.



ANNUAL TOWN ELECTION

Tuesday, May 1, 2001

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	PRECINCT 5	TOTAL
<i>Board of Selectmen</i>						
Robert Jeffries	500	455	537	572	384	2448
Paul Murray	243	337	400	368	345	1693
Christopher Romeo	422	361	364	503	278	1928
Write Ins	1	7	3	3	10	24
Blanks	150	164	188	176	157	835
Totals	1316	1324	1492	1622	1174	6928
<i>Board of Health</i>						
Louis Ashley	458	468	508	615	398	2447
Anthony Gemmellaro	474	468	515	613	416	2486
Write Ins	3	1	6	3	7	20
Blanks	381	387	463	391	353	1975
Totals	1316	1324	1492	1622	1174	6928
<i>Library Trustee</i>						
Samuel Frank	479	490	544	610	414	2537
Paul Royte	478	481	530	611	414	2514
Write Ins	1	0	4	3	2	10
Blanks	358	353	414	398	344	1867
Totals	1316	1324	1492	1622	1174	6928
<i>School Committee</i>						
Theresa Fingerhut	245	281	306	309	252	1393
Karen Mario-Young	426	388	428	507	310	2059
Michael Mulligan	479	455	558	563	414	2469
Write Ins	1	1	0	1	0	3
Blanks	165	199	200	242	198	1004
Totals	1316	1324	1492	1622	1174	6928
<i>Planning Board</i>						
Thomas Mosscrop	468	489	530	608	429	2524
Write Ins	1	2	2	7	2	14
Blanks	189	171	214	196	156	926
Totals	658	662	746	811	587	3464
<i>Question</i>						
Yes	464	401	444	529	330	2168
No	179	238	268	267	232	1184
Blanks	15	23	34	15	25	112
Totals	658	662	746	811	587	3464
Precinct Totals	658	662	746	811	587	3464
Total Active Voters	2576	2359	2490	2892	2445	12762
Percent of Turnout	26%	28%	30%	28%	24%	27%

# STATISTICS FROM 100 YEARS AGO

According to the 1901 Town Report,

There were a total of 55 births (25 males and 30 females)

Native father & foreign mother	8
Native mother & foreign father	8

Marriages were recorded for 24 couples

American groom & foreign bride	6
American bride & foreign groom	5

The total number of deaths recorded was 36 (20 males and 16 females).

Dogs licensed:	Males	156	Females	16
Dog license fees:	Males	\$2.00	Females	\$5.00

The Library adopted Dewey’s Decimal system for cataloguing books.

From the Assessors report,

Number of:

Polls (trimmed horns)	684
Horses	410
Cows	685
Sheep	56
Houses	475
Fowl	1,876

Tax rate: \$1.30 per \$100.00

*Compiled by Jane Hinckley, 2<sup>nd</sup> Vice President of the Historical Commission*



# STATISTICS

## Births 2001

Date	Name	Mother	Father
5-Mar-01	Ackerman, Garrett Mack	Janine M. (McLaughlin)	Garrett G.
23-Dec-01	Agrawal, Aditya	Ruchi (Jain)	Shishir K.
18-Nov-01	Alibrandi, Brian James	Karen L. (Gottschall)	James P.
10-Mar-01	An, Alysha Boramei	Kannaroth (Yong)	Rasy R.
27-Mar-01	Antes, Nicholas Robert	Ann E. (Bonadio)	James P.
10-Jan-01	Anton, Matthew James	Rosemarie (Kean)	Jason T.
11-May-01	Ardura, George Rowan	Mone D. (Rowan)	Juan C.
23-Aug-01	Arsenault, Grace Gail	Jessica M. (Traywick)	Joseph A.
12-Oct-01	Aucoin, Bret Daniel	Diana M. (Pude)	Daniel J.
7-May-01	Baker, Joseph Philip	Madeleine (Swietlik)	Weston C., Jr.
21-May-01	Balian, Sarah Kristin	Kristin A. (Bell)	John S.
12-Sep-01	Banerjee, Samir	Savita (Saxena)	Amit K.
19-Nov-01	Barisano, Jake Rowen	Colleen M. (Schaffner)	Dana
27-Jun-01	Barry, Madison Rose	Vickie L. (Stambler)	Joseph M.
27-Jun-01	Barry, Samantha Grace	Vickie L. (Stambler)	Joseph M.
9-Feb-01	Bartolomeo, Anthony Francis	Stacey J. (Piandes)	Francis S.
29-Aug-01	Barton, Emily Camille	Deborah A. (Juergens)	Timothy A.
5-Oct-01	Batchelder, Adam David	Dawn A. (Pitcher)	David A.
18-Aug-01	Bates, Erin Connors	Maureen M. (Madden)	Christopher N.
30-Jun-01	Beatty, Olivia Theresa	Marypat F. (Fredette)	John J.
15-Aug-01	Blatt, Emily Rose	Kara S. (Solazzo)	Jamie L.
13-May-01	Bowen, Jessica Lynn	Janet M. (Beloine)	Kevin A.
28-Dec-01	Brennan, Julia Rose	Joanne (Licciardello)	Thomas G.
12-Jul-01	Brooks, Aidan Thomas	Wendy H. (Hammond)	Christopher H.
12-Jul-01	Brooks, Charles Christopher	Wendy H. (Hammond)	Christopher H.
4-Aug-01	Brown, Drew Thomas	Colleen L. (Lafferty)	Edward A.
13-Feb-01	Bruskiewitz, Kevin Casimir	Jennnifer L. (Johnson)	Leonard J.
5-Mar-01	Bryce, Anna Marie	Joanne H. (Viscione)	Scott R.
12-Jun-01	Bugos, Matthew Alan	Laurie A. (Pabreza)	Alan R.
9-Aug-01	Bunyon, Jason Robert	Linda J. (Colangelo)	Jeffrey T.
11-Jul-01	Burbine, Kelley Lynne	Jean M. (McGowan)	James F.
14-Jun-01	Cappello, Jacob Frederick	Patrice M. (McCabe)	Joseph C.
3-May-01	Carpenter, Nicholas David	Cheryl M. (Willson)	David C.
30-May-01	Carter, Roger Benjamin	Sandra M. (Maloney)	Roger H.
14-Dec-01	Casale, Gerald Anthony	Susan J. (Walsh)	Ralph A. III
10-Apr-01	Cecere, Trevor Richard	Karen E. (Culver)	Shawn A.
11-Jan-01	Champeau, Tucker Oliver	Tracy B. (Estano)	Scott T.
15-Mar-01	Champommier, Claire Helen	Gummee (Kim)	Paul J.
1-Mar-01	Chen, Emily	He (Xu)	Guiming
24-Jul-01	Cherian, Joshua John	Salini I. (Iywan)	Vinay M.
3-Jul-01	Chiasson, Kaitlyn Mary	Susan L. (Frost)	Paul J.
26-Nov-01	Cimini, Taisya Nina	Nina P. (Arkhipova)	Mark K.
26-Dec-01	Ciulla, Cameron Michael	Constance L. (Van Kleef)	Michael A.
22-Aug-01	Clarke, Mallory G.	Andrea (Gazzillo)	Thomas M.
8-Mar-01	Coleman, Elliot Hershel	Cindy S. (Miller)	Russell T.
29-May-01	Couillard, Aidan Michael	Sherri L. (Hannon)	Michael E.
14-Feb-01	Coveno, Sophia Marie	Tracy L. (Carroll)	James F., Jr.
8-Sep-01	Coveyou, Andrew Henry	Kathleen A. (Ward)	David J.
30-Oct-01	Craig, Kevin Thomas	Kathryn E. (Bice)	Kevin S.
23-Aug-01	Cressman, Shane David	Kristin M. (Sikorski)	Jerold L.
30-Mar-01	Cullen, Kaitlyn Marie	Denise M. (West)	William E.
29-Nov-01	Curran, Matthew Thomas	Susan E. (Burns)	Timothy P.

# *Statistics: Births*

Date	Name	Mother	Father
18-Jun-01	Decelles, Teresa Lueille	Kari F. (Lodico)	Lawrence P.
20-Nov-01	Delaney, Kristin Lee	Therese A. (Toupin)	Kenneth C.
27-Aug-01	Descenza, Anthony Joseph	Lisa (Verdi)	Paul A.
20-Jul-01	Devlin, Amelia Frances	Stephanie J. (Grabowski)	Joseph E.
20-Jul-01	Devlin, Laura Margaret	Stephanie J. (Grabowski)	Joseph E.
19-Sep-01	Dillon, Luke Frazier	Dawn F. (Frazier)	Timothy M.
10-May-01	DiPillo, Samuel Paul	Deborah M. (Siggins)	Raffaele P.
20-Mar-01	Ditto, Cameron Scott	Lori B. (Murphy)	Scott C.
13-Feb-01	Doherty, Joshua Lauber	Diane L. (Lauber)	James P.
12-Sep-01	Dominiei, Katharine Elizabeth	Mary K. (Lane)	Philip J.
19-Sep-01	Donahue, Olivia Shea	Dina M. (March)	Michael P.
19-Nov-01	Dorosh, Sean Casey	Michelle C. (Mitiguy)	Douglas J.
5-Mar-01	Duggan, Linzy Jeanne	Brenda J. (Brundrette)	David F.
22-Feb-01	Dulezewski, Justin Donald	Michele E. (Argersinger)	David J.
25-Jul-01	Elshama, Justine Mary	Anne Y. (Youssef)	Adham A.
6-Mar-01	Emanouil, Dylan Michael	Darlene F. (Beaulieu)	Michael T.
23-Dec-01	Enis, Victoria Elizabeth	Susan M. (Bell)	Timothy J.
11-Aug-01	Erdal, Melisa Eda	Semra (Atasoy)	Muhammett
7-May-01	Evers, Jonathan William	Tina M. (Stevens)	William R.
17-Nov-01	Fadjo, Mariah Alexis	Laura G. (Doak)	Daniel L.
17-Nov-01	Fadjo, Maxwell Keegan	Laura G. (Doak)	Daniel L.
16-May-01	Ferrick, Adelaide Crisafulli	Margaret C. (Crisafulli)	Stephen J.
8-Jan-01	Ferro, Manuel Antonio	Pamela M. (Tracey)	Manuel A.
21-May-01	Fitzgerald, Sean Patrick	Rhonda E. (Glick)	Scott D.
27-Jun-01	Flamburis, Jackson Lee	Natalie J. (Portz)	David D.
5-Jan-01	Flanagan, Kathleen Elizabeth	Beth A. (Coleman)	Joseph F.
25-Jan-01	Fleischer, Ariella Natalie	Leticia N. (Van Doorn)	Ron
9-Feb-01	Frechette, Lisa Nicole	Elizabeth A. (Groux)	Arthur D.
6-Jun-01	Frelick, Francesca Maria	Patricia (Belmonte)	Jeffrey
29-Mar-01	Freud, Morgan Phillips	Cynthia P. (Phillips)	Paul J., Jr.
7-Mar-01	Froner, Alexander Nicholas	Anne E. (Ruggiero)	Robert A.
29-Nov-01	Furness, Trevor William N.	Christine A.M. (Dubosky)	Robert H.
23-Jun-01	Gaddan, Nikhil Reddy	Madhuri (Tunmalapalli)	Sudhakar R.
11-Apr-01	Gaffney, Hannah Erin	Melissa M. (Klein)	Sean L.
12-Jul-01	Ganesh, Akshaykumar	Sulochana (Sundaresan)	Ganesh
28-May-01	Gottschalk, Benjamin Harrison	Barbra J. (Leach)	Jeffrey C.
29-Jan-01	Graham, Carolyn Elizabeth	Elizabeth M. (Downey)	Robert C.
30-May-01	Green, Nicholas Michael	Jonna K. (Labowicz)	Michael D.
30-Nov-01	Grenier, Christian Andrew	Leah E. (Stratton)	Gary C.
20-Feb-01	Grimes, Sean Christopher	Jacqueline N.	Christopher P.
1-Sep-01	Gruber, Samantha Lynn	Karen T. (Tracy)	Stephen M.
6-Feb-01	Guilmette, Brandon Allen	Joanne (Kelley)	Troy M.
20-Aug-01	Gulla, Olivia Faith	Wendy L. (Russo)	David R.
10-May-01	Gurley, Cole Robert	Sherin A.D. (Davis)	M. Douglas
22-Aug-01	Guthrie, Madelyn Meegan	Kelly A. (Meegan)	David A.
1-May-01	Haghighat, Ariana Alyssa	Taeiss (Mojazza)	Rouzbeh R.
25-Dec-01	Hansen, Jared Noel	Bonnie B. (Robinson)	Erik D.
8-Aug-01	Hassell, Katelyn Jessie	Mary C. (Gelhaar)	Gregory F.
14-Jul-01	Hassman, Andrea Rose	Linda M. (Roek)	David A.
27-Dec-01	Hatke, Christian Frederic Smith	Heidi (Clarke)	Gary F.
31-Oct-01	Healy, John Patriek	Ann C. (Considine)	Kenneth T.
27-Aug-01	Heil, Elsa Jennifer	Jennifer C. (Curtis)	Matthew P.
4-May-01	Higgins, Christopher Vance	Ann H. (Teto)	Jude C.
19-Mar-01	Higgins, Stephen Thomas	Joanne (Mullery)	Anthony S., Jr.
3-Aug-01	Hobson, James Michael	Deborah L. (Killam)	David A.
3-Jun-01	Hooper, Devyn Renee	Sheri A. (Morin)	Bartlett D., IV
31-May-01	Hou, Carina Niuniu	Shirley X. (Qian)	Qiang
21-Nov-01	Howard, Nicholas Michael	Annette M. (Mizell)	Brendan A.



Date	Name	Mother	Father
12-Jan-01	Iler, II, James Richard	Victoria A. (Antil)	James R.
21-Aug-01	Jadul, Kyle Rvan	Dawnmarie (Valentino)	Brian J.
5-Jul-01	Jerzylo, Andrew Michael	Carolyn (Anderson)	Michael
14-Nov-01	Johnson, Lindsey Mulcahy	Ann Marie (Lennon)	Timothy H.
18-Apr-01	Jones, Madeline Harper	Karen A. (Swearingen)	John P.
3-Jan-01	Joshi, Ahslev Jillian	Jill C. (Knutson)	Vipul R.
27-Jul-01	Kanchinadam, Tanvi Padma	Sunita (Machanavaihula)	Surya P.
6-Jan-01	Katz, Abigail Elizabeth	Linda G. (Gillett)	David I.
26-Aug-01	Kaviti, Neha Reddy	Pratima R. (Gujja)	Sunil R.
8-Feb-01	Keefe, James Preston	Christine A. (Connell)	James S.
15-Feb-01	Kelly, Daniel Patrick	Lisa A. (Bortone)	Patrick B.
14-Aug-01	Kennedy, Christopher Lowell	Tracy L. (Lute)	Edward D.
28-Feb-01	Kennedy, Sydney Gerarda	Jennifer L. (Burt)	Michael P.
27-Jun-01	Killian, Samantha Jane	Cherie S. (Geary)	John R.
10-May-01	Kingsley, Jaclyn Michele	Susan E. (Sundberg)	Christopher J.
18-May-01	Kinne, Lily Rose	Deborah M. (Ledwith)	David J.
4-Apr-01	Kinsella, Ashley Katherine	Sonya A. (Allen)	Bret D.
3-Aug-01	Kleanthous, Tess Louise	Kelly M. (Powers)	Harold
25-May-01	Klinzing, Siena Patrice	M. Sylvia E. (Estrella)	David C.
1-Jun-01	Kozlowski, Alexander Rafal	Elizabeth T. (Kowalska)	Rafal
2-Apr-01	Kramer, Noelle Sophia	Sarah S. (Swider)	Marc E.
3-May-01	La Con, Quinn Patrick	Amy L. (Bunnell)	Vincent F.
8-Nov-01	Laliberte, Madeline Davis	Catherine (McGratty)	Robert J.
20-Jun-01	Lamy, Jack Francis	Gretchen A. (Wanamaker)	James F.
2-Nov-01	Laushine, Harrison James	Abbi G. (Emmons)	John F.
8-Aug-01	Laushine, Jamie Leone	Gladys B. (Fatoma)	Eric A.
20-Mar-01	Le, Dan Dinh	Oanh T. (Pham)	Tham D.
9-Sep-01	Leblanc, Audrey Rose	Renee E. (Godecharles)	Jon M.
28-Apr-01	Ledder, Braeden Thomas	Sarah O. (Roselin)	Erik T.
3-Sep-01	Levandier, Suzanne Markel	Frances (Markel)	Dale J.
19-Dec-01	Li, Caroline	Wei (Zhao)	Ling
6-Nov-01	Li, Christopher Yuhe	Cuiwei (Wang)	Baodong
14-Oct-01	Loesch, Colin William	Elizabeth J. (Perkins)	William M.
29-Jun-01	Loke, Arjun Kishan	Chandravathi (Naraparaju)	Srinivas
8-Jul-01	Lombardi, Nieole Huiyun	Jasmine Bee-Yew (Tan)	Mark A.
13-Sep-01	Longmire, Olivia Claire	Jennifer H. (Hunt)	John
13-Dec-01	Longtin, Emily Anna	Cheryl A. (Sullo)	James C.
19-Nov-01	Lorette, Willem Felix	Daniele P. (Pedinielli)	Walter H., Jr.
27-Dec-01	Lynch/Firicano, Kyra Aishling	Anna J. (Firicano)	Mehdy
27-Dec-01	Lynch/Firieano, Kailey Elizabeth	Anna J. (Firicano)	Mehdy
17-Aug-01	MaeBeth, Briana Cailin	Deborah W. (Wolfe)	Andrew J.
30-Aug-01	MaeDermott, Riley Rose	Kristine (Sorrentino)	Derek A.
14-Sep-01	Maeey, Caleb Miller	Kimberly A. (Meyer)	Andrew S.
13-Nov-01	MaeKenzie, Elizabeth Ann	Kristen M. (Devoung)	Douglas N.
13-May-01	Maemaster, Steven James	Rachel I. (Sandberg)	Kevin P.
29-Mar-01	Mahony, Casey Siobhan	Kirsten D. (Devrieze)	Brian J.
25-Apr-01	Mantineo, James Thomas	Katherine M. (Kemper)	James N.
31-Oct-01	Martone, Tabitha Renee	Elizabeth I. (Surette)	Stephen M.
7-Jun-01	Maudgal, Priyanka Aarti	Satvir K. (Saini)	Vinod K.
14-Aug-01	Mazzaferro, Cole Austin	Laura P. (McCauley)	Raymond A.
20-Aug-01	McCarthy, Henry James	Mary B. (MacDonnell)	James M.
23-Oct-01	McCarthy, Ian Robert	Maria S. (Skantzaris)	Robert H.
23-Oct-01	McCarthy, Irene Elizabeth	Maria S. (Skantzaris)	Robert H.
23-Oct-01	McCarthy, Zoe Katherine	Maria S. (Skantzaris)	Robert H.
10-Nov-01	McDonough, Aidan Patrick	Kathryn D. (Goldbaeh)	Robert E.
27-Sep-01	McGinn, Colin Daniel	Jill A. (Townsend)	Patriek P.
21-Jun-01	McGrath, Nicholas Cullen	Taylor M. (Winston)	Finbarr J.
20-Dec-01	McKenna, Meaghan Anne Marie	Christine M. (Tisdale)	Kevin J.

## Statistics: Births

Date	Name	Mother	Father
23-Feb-01	McLaughlin, Cynthia Louise	Tammy J. (Milot)	Keith D.
21-Jul-01	McLaughlin, Jennifer Louise	Diane L. (Fries)	William C.
4-Apr-01	Menard, Alex Christopher	Laura R. (Radford)	Christopher R.
27-Jun-01	Mendonca, Jason Michael	Dawn M. (Noble)	Laurindo M.
13-Dec-01	Messina, Alexandra Jaye	June P. (Bergin)	Joseph D.
13-Dec-01	Messina, Samantha Leigh	June P. (Bergin)	Joseph D.
11-Apr-01	Mitrano, Danielle Alicia	Cheryl A. (Zerega)	Mark S.
5-May-01	Moomjian, Victoria Christine	Katharine A. (Wenzke)	Gregg M.
25-Jan-01	Moore, Amanda Mary	Mary E. (Erwin)	Donald S.
14-Mar-01	Morash, Jacob Christian	Julie A. (Christian)	Donald E.
24-Jul-01	Morin, Emily Ann	Cheryl A. (Foster)	Paul R.
21-Dec-01	Morrigan, Cassandra Lee	Clydene M. (Norman)	Darren P.
5-Jan-01	Mulcahy, Isaac Joseph	Christina L. (Walen)	Michael J.
10-Dec-01	Murphy, Amanda Lynne	Kristen L. (Girouard)	Gary D.
27-Mar-01	Murphy, Kerri Lynn	Lori A. (Dunn)	Lawrence T.
2-Feb-01	Murray, Rachel Megan	Lynne B. (Alexander)	Scott P.
27-Mar-01	Navali, Nishanth Aniket	Sumana K. (Ramachandrappa)	Prabhudev
23-Aug-01	Nephew, Kevin Francis	Maria L. (Luciere)	John D.
31-Jan-01	Nishtala, Anisha Priya	Radha D. (Turlapati)	Vasu
5-Nov-01	Norton, Caroline Elizabeth	Andrea L. (Caruso)	Timothy J., Sr.
1-Apr-01	Obrien, Caeli Eilis	Bonnie-Sue A. (Clinton)	Austin J.
3-Aug-01	O'Donnell, Christine Frances	Joyce F. (Cutting)	John T.
1-Nov-01	O'Neil, Nicole Shana	Joanne M. (Mahoney)	Edward P., III
5-Mar-01	Orakwue, Uche Chigozie	Ifeyinwa C. (Osuno)	Owen A.
27-Jun-01	O'Regan, Molly Catherine	Mary Jane E. (Nolan)	Joseph C.
27-Jun-01	O'Regan, Ryan Francis	Mary Jane E. (Nolan)	Joseph C.
26-Feb-01	O'Rourke, Conor Lee	Fay-Ann (Lee)	Michael E., Jr.
23-Nov-01	O'Sullivan, Grace Regan	Laura H. (Nickerson)	Kevin B., Jr.
25-May-01	Ottaviano, Gianna Marie	Andrea R. (Randi)	Gerard J.
8-Aug-01	Owen, Renee Ruxin	Kathy W. (Wu)	John
20-Sep-01	Pacifico, Cameron James	Gail L. (Larden)	Steven M.
30-Jun-01	Paglia, Geraldine	Leah (Manganaro)	Richard, Jr.
2-Dec-01	Palepu, Vaibhav Vishnu	Sravana L. (Kolamuri)	Radha K.
25-Jan-01	Palmer, Sarah Kevghas	Melissa A. (Kevghas)	Titus A.
24-Aug-01	Pappu, Bhargav	Mythili V. (Varanasi)	Srinivas
8-Aug-01	Parent, Zachary David	Susan P. (MacGregor)	David J.
21-Nov-01	Pastore, Christopher Michael	Ann L. (Cunniff)	Wayne M.
28-May-01	Pingree, Blaise Mather	Susan H. (Hosley)	Brett
21-Nov-01	Porter, Rachel Anne	Leticia S. (Souza)	Rick W.
2-Nov-01	Previte, Mia Elisabeth	Donna M. (Alba)	Domenic A., III
8-Apr-01	Purple, Spencer Ross	Deirdre M. (Malecki)	Michael R.
9-Feb-01	Pusatere, Matthew Carmine	Heidi A. (Massimilla)	Paul A.
7-Feb-01	Quinlan, Abigail Mary	Sheryl A. (Alcorn)	Edward J.
25-Feb-01	Quinn, Jack Christopher	Jennifer A. (Ashe)	Jeffrey C.
24-Nov-01	Raboin, Robert Michael	Melinda (Gandy)	Paul C.
20-Oct-01	Randolph, Tamara Leigh	Adrienne (Mullen)	Leroy J.
30-Nov-01	Reid, Ryan Joseph	Kimberly (Camillo)	Daniel T., Jr.
30-Mar-01	Reilly, Andrew Elliott	Caryn B. (Finn)	Daniel A.
9-Mar-01	Ricciardi, Michael Joseph	Carolyn P. (Watson)	Joseph N., II
8-Aug-01	Richards, Lauren Olivia	Jennifer E. (Conrad)	Philip R.
26-Jul-01	Ricko, Jacqueline Kristine	Donna K.S. (Strakhovsky)	Anthony A.
28-Nov-01	Rivet, Samantha Elizabeth	Kathleen (Dermody)	Dean H.
2-Jul-01	Robertson, Thomas Peter	Mary Ann T. (Taupeka)	Kevin L.
8-Nov-01	Robinson, Brent James	Julie A. (Anzivino)	Paul B.
19-Jun-01	Roche, Lauren Catherine	Marianne S. (Sharp)	Barry W.
10-Apr-01	Rockwood, Kaitlyn Faith	Laureen M. (Maguire)	Clifford H.
16-May-01	Rohlf, Riley Richard	Keri M. (Michaud)	Robert C.
4-Nov-01	Rooney, Seamus Kevin Jarvis	Melissa A. (Jarvis)	Francis P.



Date	Name	Mother	Father
16-Jun-01	Rovendro, Sophia Mac	Pamela S. (Morin)	Mark J.
7-Jan-01	Rowland, Brendan Lee	Cynthia M. (Stoltzfus)	Landon L.
19-Jul-01	Roy, Matthew Stephen	Susan T. (Bent)	Stephen H.
26-Aug-01	Rynkowski, Chase William	Kristen (Cincotta)	William S.
5-Dec-01	Sacknowitz, Samuel Lochhead	Alison L. (Lochhead)	Jeffrey B.
1-Oct-01	Sadlowski, Matthew Owen	Maureen A. (Mooney)	Wayne N.
8-Jan-01	Saltsman, Hannah Noelle	Cheryl N. (Bobik)	John A.
10-Mar-01	Sannella, Matthew James	Mary A. (Bresnahan)	Michael L. Sannella
30-Nov-01	Sano, Christopher Jun-Ichi	Carolyn A. (Deloge)	Hitoshi
4-Oct-01	Sarkar, Zara	Shashwati, (De)	Jyotirmov B.
25-Jul-01	Sastrv, Lavla Frances	Jody R. (Dunn)	Murali N.
22-Aug-01	Sawosik, Emily Elizabeth	Christine J. (Johnson)	John E.
20-Apr-01	Scaramuzzo, Adam Peter	Elaine M. (Galligani)	Peter A.
29-Jun-01	Schmaltz, Kathryn Curtin	Patricia L. (Curtin)	Steven W.
4-Jul-01	Sears, Maxwell Martin	Elizabeth A. (West)	Walter J.
23-Apr-01	Seifert, Grace Judith-Rose	Barbara J. (McLanson)	Jeffrey C.
6-May-01	Sergeant, Emily Louise	Evanthia (Kantarges)	John J.
6-Nov-01	Shah, Arjun Nirav	Paval N. (Banker)	Nirav R.
14-Nov-01	Sharpe, Parker John	Allison L. (Goff)	Christopher D.
18-Sep-01	Shelgren, Mikayla Francesea	Jennifer K. (McKnight)	Michael A.
11-Oct-01	Sherry, Benjamin Edward	Elizabeth M. (Othmer)	Edward C., III
6-May-01	Signorello, Zachary Thomas	Susan L. (Sweeney)	Thomas S.
30-Aug-01	Singh, Leyla Suzan	Nilay R. (Turhan)	Stephen A.
17-Sep-01	Slattery, Timothy Edward	Elaine F. (Reilly)	Timothy W.
17-Aug-01	Slauter, Samantha Claire	Cynthia A. (Cratty)	Steven J.
15-Nov-01	Smith, Alexandra Claire	Helen (Smith)	Paul B.
13-Apr-01	Solodiuk, Eli Alexander	Jean C. (Fragala)	Joseph N.
8-Jun-01	Spanos, Jamie Alexadra	Sharon E. (Olson)	Philip J.
10-Jan-01	Stapp, John August Furnary	Jeanne-Marie E. (Furnary)	Michael E.
18-Mar-01	Stefano, Lauren Rebecca	Carrie B. (Palka)	Brian M.
4-Oct-01	Stevens, Sarah Kate	Stacey M. (Halloran)	Christopher C.
26-Apr-01	Stocker, Luke Anthony	Patricia D. (Lunter)	Ernest A., III
6-Apr-01	Stone, Chloe Mae	Catharine J. (White)	Daniel G.
9-May-01	Stout, Derek James	Sandra M. (Dell'Anno)	Brian J.
26-Jul-01	Straehan, McCarthy Edward	Debora F. (Fernandes)	Stephen M.
10-Jul-01	Strickland, John Dakota	Sherry L. (Steele)	John G.
24-Aug-01	Sussman, Leda Kail	Kristina M. (Davis)	Andrew M.
13-Sep-01	Swensen, Sofia Annika	Rose P. (Purrelli)	Andrew J.
18-Jan-01	Talmer, Jacob Frank	Diana L. (Buckland)	Mark A.
23-Mar-01	Tashiy, Kenneth Frederiek	Stephanie A. (Sallah)	Kenneth A.
20-Jun-01	Tenney, Jarrod Francis	Lynn B. (Budlong)	Gary W.
7-Apr-01	Theodore, William James	Jennifer P. (Pike)	Graham C.
25-Jan-01	Tierney, Shannon Elizabeth	Heidimarie (Wahl)	John S.
31-Dec-01	Timlin, Aidan Donovan	Janette C. (Sylvian)	Patriek A.
7-Apr-01	Trainor, Lea Jane	Kim M. (Abbott)	Peter T.
27-Apr-01	Trotter, Benjamin John	Jill M. (Maguire)	John L.
11-Mar-01	Tseng, Tiffany	Shao-Ling (Lin)	Wen-Chu J.
24-Oct-01	Tubianosa, Stephen Mendiola	Consolacion M. (Mendiola)	Jose R.
26-Dec-01	Tureott, Carrie Anne	Anne (Zapadka)	Richard H., Jr.
25-Sep-01	Underhill, Elizabeth Lucia	Giannina M. (Pullano)	John R.
21-Apr-01	Venkateshi, Anish	Veena (Gopalan)	Harsha
4-May-01	Villare, Ashley Ann	Susan M. (Murphy)	Robert V.
12-Sep-01	Vocell, Edward Cole	Kimberly A. (Anceone)	Edward G.
21-Nov-01	Waldron, Peter James	Hilary E. (Carriek)	Richard J., Jr.
4-Feb-01	Walk, III, Donald Davis	Kimberly P. (Pearson)	Donald D., Jr.
31-Jan-01	Walliek, Michaela Renee	Monique R. (Pelletier)	Michael Jr.
4-Jun-01	Walsh, Brendan Eugene	Janet L. (Hochstetler)	Christopher T.
12-Mar-01	Wang, Simon Song	Zhenli (Song)	Zhi

## Statistics: Births

Date	Name	Mother	Father
18-Dec-01	Weisenbloom, Kellyanne	Suzanne F. (Fantasky)	Michael A.
23-Oct-01	West, III, Kenneth Arthur	Martha D. (Eddy)	Kenneth A., Jr.
2-Sep-01	Whitehead, Eleanor Grace	Lauren M. (Callahan)	Richard H.
10-Oct-01	Whitmore, Katherine Elizabeth	Valery D. (Dufka)	Michael A.
16-Jul-01	Wilkie, Aidan Robert	Juliette M. (Martel)	Robert E.
1-Aug-01	Wilsack, Sarah Ann	Bethan L. (Hover)	Michael N.
3-Aug-01	Wilson, Diana Marie	Maryanne (Gelarderes)	William D.
8-Aug-01	Wizst, Kyle Hogan	Jennifer L. (Klein)	Darrin H.
18-Apr-01	Wood, Alex John	Marie M. (McDonald)	Laurier A., Jr.
5-Apr-01	Worthington-Berry, Spencer Robert	Cynthia L. (Worthington)	Paul D.
20-Mar-01	Ye, Kevin Edward	Yingzi (Wang)	Yuanjian
26-Dec-01	Zhu, Kevin Qingchen	Wen (Chen)	Jianxiong

## Deaths 2001

Date	Name	Marital Status	Age
7-Feb-01	Agnatovech, Theresa Louise	Mar-William D. Agnatovech	86
31-Jan-01	Agnew, Mary	Wid-Arthur M. Agnew	86
21-Aug-01	Alcorn, Frederick H.	Wid-Maude Dysart	92
7-Apr-01	Athorn, Leslie N.	Wid-Leslie Sherman	88
16-Jan-01	Atkinson, Frances	Wid-John D. Atkinson	85
1-Jul-01	Banfiled, Almeiria	Wid-Richard C. Banfiled	65
15-Sep-01	Barker, Laura	Div-Russell Leonard	72
31-Dec-01	Beauregard, Valerie R.	Wid-Raymond A. Beauregard	83
2-Jan-02	Becker, Harry C.	Wid-Lestine Carson	87
25-Sep-01	Begley, Joseph T.	Mar-Pat Charles	87
27-Jul-01	Belida, Alexander	Mar-Berenice Storer	82
16-May-01	Bellemore, Gertrude A.	Wid-Leo P. Bellemore	74
3-May-01	Berling, Robert Thomas	Mar-Yvette St. Pierre	79
2-Jan-02	Blouse, Julie Susan	Mar-Michael L. Blouse	42
30-Nov-01	Bonner, Barry C.	Mar-Alene J. Casterlin	54
21-Sep-01	Boyd, Dennis	Mar-Lana Brule	55
22-May-01	Brandford, Virginia	Wid-Calvin H. Brandford	65
10-Apr-01	Britko, Andrew	Mar-Dorothy M. Bradley	75
19-Apr-01	Brown, Lydia Florence	Wid-George J. Brown	81
8-Aug-01	Burlee, Vernon L.	Wid-Elnora B. Montondo	84
4-Mar-01	Chamberlain, Anna	Wid-George Chamberlain	92
12-Mar-01	Charron, Charles E.	Mar-Connie J. Charette	51
20-Jun-01	Cherry, Albert B.	Mar-Laurie Howard	54
20-Sep-01	Christensen, Alice Marion	Wid-Walter Christensen	79
23-Oct-01	Coldwell, Lillian Theresa	Mar-Owen S. Coldwell	79
3-Jul-01	Collier, Elizabeth	Mar-Richard Collier	52
3-Mar-01	Conlin, Sally A.	Wid-Thomas A. Conlin	93
30-Mar-01	Conrad, Evelyn T.	Wid-Arthur M. Conrad	79
14-Oct-01	Corkery, Mary R.	Wid-Maurice Corkery	88
29-Aug-01	Crawford, Laurie	Mar-Harold Crawford	51
12-Apr-01	Crocker, Alan	Mar-Shirley Barnes	76
31-Dec-01	Crocker, Leonard	Mar-Helena McKniff	74
5-Jul-01	Crocker, Madeleine L.	Mar-Bryce H. Crocker	76
30-Sep-01	Daley, Agnes V.	Wid-Raymond J. Daley	91



Date	Name	Marital Status	Age
10-Jan-01	Dejniak, Stanley E.	Mar-Frances Conrad	77
17-Feb-01	DeMarino, Livia	Wid-Edward DeMarino Sr.	81
26-Nov-01	Deputat, Joseph Francis	Wid-Elizabeth Dreven	87
10-Jul-01	Dick, John E.	Wid-Pauline Hebert	98
7-Oct-01	Duval, Gwendolyn M.	Wid-Amos Duval	89
23-Feb-01	Eckback, Ruth Evelyn	Wid-David E. Eckback	80
16-Jan-01	Erban, Josephine	Div-Charles K. Erban	76
18-Sep-01	Erdal, Bechet	Mar-Raziye Gunay	66
29-Sep-01	Fabrizio, Scott Ryan	Never Married	17
16-Jul-01	Felix, Joanne Victoria	Wid-Stanley N. Felix	83
22-Dec-01	Ferrell, Richard S.	Mar-Hope W. Booth	80
22-Mar-01	Gallagher, Francis J.	Mar-Margaret T. Smith	71
21-Jun-01	Gallagher, Margaret T.	Wid-Francis J. Gallagher	72
16-Apr-01	Gallant, Claire K.	Wid-Anthony D. Gallant	94
4-Dec-01	Garlow, Glenn D.	Mar-Margaret Adams	88
2-May-01	Garufi, Marie	Mar-Philip F. Garufi	91
22-Aug-01	Gaughan, Kathleen	Mar-Kevin Baur	46
10-Jun-01	Giunta, Louis	Mar-Ida L. Barretto	82
26-Mar-01	Goodwin, Catherine Ruth	Div-Stephen Callahan	48
1-Jul-01	Gould, Fannie E.	Mar-Ralph G. Gould	82
27-Oct-01	Graham, William	Mar-Judith Garcia	70
26-May-01	Grenon, Richard L.	Mar-Eileen M. Reilly	62
16-Jul-01	Grove, Karen H.	Mar-Richard B. Grove	56
15-Oct-01	Haas, Frances	Wid-Chauncey Haas	81
7-Jul-01	Hanley, Lorraine M.	Mar-Michael F. Hanley	63
10-Nov-01	Harrington, Anna M.	Wid-Timothy F. Harrington	98
30-Jan-01	Hartley, John	Wid-Annie Daranchuc	67
6-Dec-01	Hartnett, Dana B.	Mar-Karen A. McCorkle	37
18-Oct-01	Hickey, Irma L.	Mar-Michael D. Hickey	56
16-Nov-01	Holmes, Arthur S.	Mar-Muriel E. Chellis	82
8-Oct-01	Holmes, Dorothy Eunice	Wid-Carl D. Holmes	89
31-Oct-01	Holmes, J. Stewart	Wid-Olive Rector	84
26-Feb-01	Holmes, William	Mar-Anita Kovalchek	90
11-Dec-01	Hunt, Robert	Mar-Mary Rosebush	53
10-Jun-01	Jarvis, Edith F.	Wid-Francis B. Jarvis	92
22-Nov-01	Jefferies, Laura S.	Wid-Denton H. Jefferies	93
13-Feb-01	Kelley, Robert Lee Hall	Mar-Priscilla L. Canton	84
20-Aug-01	Knight, Lawrence	Wid-Martha Briggs	93
18-Sep-01	Kolios, Robert	Mar-Linda L. Phalon	65
8-Apr-01	Koravos, Caroline F.	Mar-Vincent Koravos	81
7-Nov-01	Koscinski, Lois Ellen	Wid-Joseph P. Koscinski	75
3-Aug-01	Kuhl, Raymond A.	Mar-Donna M. Ruopp	47
18-Nov-01	Lech, Joseph Martin	Wid-Olga Vanta	81
30-Apr-01	LePoer, Velma P.	Wid-Thomas J. LePoer	88
19-Apr-01	Leva, Doris M.	Wid-Guy A. Leva	78
25-Jul-01	Logrippo, Joseph	Mar-Celia Belliveau	91
22-Sep-01	Lunt, Elizabeth LeBreton	Wid-Harold F. Lunt, Jr.	92
30-Jan-01	MacDougal, Dorothy Huber	Wid-Harry M. MacDougal	91
22-Aug-01	Martin, Roy	Div-Joanne Doherty	64
7-Aug-01	Martin, Sr., Lionel P.	Mar-Claire I. Dionne	72

## Statistics: Deaths

Date	Name	Marital Status	Age
25-Jun-01	Martyn, Tana Anne	Never Married	49
21-Sep-01	Masson, Frances M.	Mar-Maurice F. Masson	78
26-Jan-01	McAuley, Sofie K.	Mar-Philip M. McAuley	78
15-Jul-01	McClendon, Craig	Mar-JoAnne Kenney	58
9-Jun-01	McDowell, Denise Marie	Mar-Henry McDowell	71
8-Oct-01	McNiff, Kaliope	Wid-Howard J. McNiff	80
30-Jul-01	Miller, Howard	Wid-Virginia Harris	81
29-Apr-01	Milot, Cynthia Louise	Mar-Charles C. Milot	65
30-May-01	Mountain, Barbara	Never Married	77
12-Oct-01	Mullen, Mildred	Wid-Harold Mullen	94
21-Apr-01	Narkunas, Gregory J.	Mar-Paige Chapman	37
20-Oct-01	Naun, Olga	Wid-Joseph Naun	86
4-Aug-01	Needle, Evelyn	Wid-Solomon Needle	87
7-Dec-01	Newby, Mary E.	Wid-John Mark Newby	81
11-Feb-01	Norris, Joan M.	Div-William T. Norris	66
27-Jul-01	O'Leary, Thomas F.	Div-Frances Pierson	71
25-Jan-01	O'Neil, Mary Louise	Wid-Richard J. O'Neil	77
4-Jan-01	Pallian David L.	Mar-Carol Ryan	86
15-Jan-01	Parke, Pauline Dorothy	Wid-Albert A. Parke	81
21-Apr-01	Peabody, Albert V.	Never Married	86
12-Nov-01	Pelletier, Joseph A.	Mar-Lillian M. Catino	80
15-Mar-01	Peloquin, Caroline A.	Mar-Bernard B. Peloquin	40
28-May-01	Pelton, Eileen R.	Wid-Douglas M. Pelton	84
13-Feb-01	Pickard, Emma Louise	Wid-Hobart L. Pickard	89
29-Mar-01	Pinto, Ronald	Never Married	50
18-May-01	Puddester, Felix	Mar-Marion J. Stookey	83
4-May-01	Quinn, Michael	Mar-Debora Filipe	41
7-Feb-01	Rogers, Donald F.	Mar-Jean Davieau	69
23-Apr-01	Roy, Roland A.	Div-Laura Sheehan	70
15-Feb-01	Ruzicka, Helen	Wid-William Ruzicka	91
2-Jan-01	Schneider, Dorothy	Wid-Albert Schneider	91
27-Mar-01	Scrizzi, Marie	Wid-Angelo Scrizzi	87
16-Mar-01	Seel, Anna	Wid-Michael Seel	86
8-Nov-01	Shelvey, Thomas Edward	Mar-Joan Storlazzi	55
21-May-01	Staveley, Dorothy I.	Wid-Norman L. Staveley	80
30-Aug-01	Strauss, Sallie C.	Mar-J. Frank Strauss	67
21-Oct-01	Swimm, Brian E.	Mar-Susan L. Pehrson	48
17-Dec-01	Taylor, Katherine	Mar-William W. Taylor	79
7-May-01	Thoren, Alicc S.	Never Married	92
17-Aug-01	Torkelsen, Walter H.	Mar-Marjorie E. MacCulloch	70
28-Aug-01	Tournas, Jennie S.	Wid-Nicholas Tournas	86
7-Dec-01	Towns, Irene A.	Wid-Merle F. Towns	92
29-Oct-01	Valley, Loren B.	Mar-Constance Weston	81
30-Jan-01	Weber, Elizabeth Marie	Wid-James J. Weber	79
23-Dec-01	White, Muriel S.	Wid-Edward D. White	90
3-Apr-01	Williams, Ruth M.	Wid-Shirley Francis Williams	95
27-Apr-01	Wisnowski, Robert	Mar-Cheryl Lawson	54
9-Sep-01	Woodbury, Bernadette	Mar-Earl Woodbury	87
18-Nov-01	Workman, Gladys	Wid-William Workman	83
24-Oct-01	Zenoni, Marie	Wid-Walter Zenoni	78



# Marriages 2001

Date	Groom Bride	Date of Birth	Residence
31-Dec-01	Ennis, Sean Joseph Mahoney, Wendy R.	4-Feb-67 3-Feb-66	Westford, MA Westford, MA
29-Dec-01	Deslauriers, Paul Joseph Astle, Susan Rae	22-Feb-35 24-Jul-45	Westford, MA Westford, MA
24-Dec-01	Wilson, John Thomas Palmer, Kathryn	22-Apr-48 31-Jul-48	Westford, MA Westford, MA
26-Dec-01	Norton, Timothy S. Healy, Kathleen Mary	6-Feb-65 22-Jun-65	Westford, MA Westford, MA
17-Nov-01	Eldredge, Richard M. Florance, Linda Pauline	8-Jun-53 12-Jul-55	Westford, MA Westford, MA
9-Nov-01	Muldooon, Frederick W. Ash, Laura Lee	19-May-64 18-Jul-69	Ayer, MA Ayer, MA
3-Nov-01	McGeeney, Jr., Paul Joseph Green, Melissa A.	9-Apr-58 20-Jul-70	Chelmsford, MA Chelmsford, MA
3-Nov-01	Jankevics, Andris J. Kaylin, Natalia A.	28-Jun-54 9-Feb-63	Westford, MA Westford, MA
3-Nov-01	Leach, Russell F. Rizzo, Gia Teresa	24-Aug-61 6-Mar-71	Westford, MA Lynnfield, MA
3-Nov-01	Stair, William Morgan Beeler, Cynthia Jo	14-Jan-65 28-Oct-65	Westford, MA Westford, MA
20-Oct-01	Donaruma, Michael Alan Shelvey, Ramona	28-Sep-75 17-Apr-76	Westford, MA Westford, MA
21-Oct-01	Brown, Jr., Robert Frederick Guyer, Jennifer Marie	2-Oct-63 9-Oct-72	North Chelmsford, MA North Chelmsford, MA
7-Oct-01	Hesketh, Steven Joseph Avery, Erin Lynn	12-Aug-76 28-Nov-76	Framingham, MA Westford, MA
6-Oct-01	Vennard, Paul Ellswood Dufault, Jeanne Marie	27-Mar-66 19-Jul-67	Ayer, MA Ayer, MA
29-Sep-01	Pearson, Warren F. Erdi, Susanne Marie	6-Aug-60 1-Mar-66	Westford, MA Westford, MA
29-Sep-01	Kabel, Kurt Douglas Filosa, Julie Ann	4-Mar-76 26-Feb-77	Nashua, NH Nashua, NH
22-Sep-01	Nachman, Charles Walter Elicker, Susan	12-Feb-69 21-Jun-62	Westford, MA Westford, MA
24-Sep-01	Abdel Masih, Adel Gamil Roux, Pamela T.	28-Sep-78 3-Mar-72	Ayer, MA Westford, MA
15-Sep-01	Conmy, Douglas Walter Wilson, Kristine Marie	13-Mar-67 14-Feb-70	Nashua, NH Nashua, NH
9-Sep-01	Lawson, Jaysen David Lawson, Kerry Michelle	5-May-75 18-Apr-72	Westford, MA Salem, NH
1-Sep-01	Schurman, Benjamin Ryder Cronholm, Christine Dee	5-Feb-76 2-Jun-74	Westford, MA Westford, MA
15-Sep-01	Boyd, Kevin Michael Atwood, Clerissa Tess	29-Jun-77 10-Aug-78	Westford, MA Nashua, NH
8-Sep-01	Mossdrop, Eric Walter Farkas, Angela Elizabeth	7-Apr-75 24-Oct-74	Westford, MA Marlboro, MA
7-Sep-01	Waber, Jeffrey John	31-Oct-75	Boynton Beach, FL

*Statistics: Marriages*

<b>Date</b>	<b>Groom Bride</b>	<b>Date of Birth</b>	<b>Residence</b>
	Colangelo, Jodi Lee	10-Feb-75	Boynton Beach, FL
18-Aug-01	Gomillion, Anthony Wayne	27-Dec-77	Westford, MA
	Smith, Katie Ann	6-Apr-81	Westford, MA
9-Sep-01	Chambers, Mark Philip	1-May-75	Tyngsborough, MA
	Murphy, Andrea Lyn	24-Jan-77	Westford, MA
1-Sep-01	Hickey, Ralph B.	22-May-24	Chelmsford, MA
	Renison, Barbara P.	7-Dec-35	Westford, MA
1-Sep-01	Vidal, Matthew Stephen	18-Jun-77	Clinton, MA
	Cummings, Michelle Anne	9-May-78	Clinton, MA
17-Aug-01	French, Richard Allan	2-Nov-45	Tewksbury, MA
	MacDonald, Sarah Churchill	15-Dec-50	Westford, MA
18-Aug-01	Votano, David M.	12-Sep-70	Westford, MA
	Kleimon, Jill A.	17-Apr-73	Westford, MA
26-Aug-01	Halio, Jeffrey David	13-Mar-72	Westford, MA
	Boken, Teri Lynn	26-Sep-71	Westford, MA
25-Aug-01	Earle, Eric E.	23-Jan-69	Westford, MA
	Cappucci, Suzanne	7-Apr-72	Westford, MA
25-Aug-01	Kelesoglu, Roger A.	29-Nov-73	Westford, MA
	Stark, Nicole Helen	21-Apr-75	Tyngsboro, MA
18-Aug-01	Palmer, Christopher J.	24-Jun-74	Portland, OR
	Lafrey, Elizabeth N.	6-Nov-74	Portland, OR
19-Aug-01	Kendall, Wayne	3-Nov-38	Westford, MA
	Fahle, Janice Elaine	9-Sep-51	Littleton, MA
3-Aug-01	Hagwood, Robert S.	7-Aug-48	Ayer, MA
	Everton, Jacqueline Gail	20-Nov-64	Ayer, MA
18-Aug-01	Pelley, Bruce Alan	12-Mar-45	Tyngsboro, MA
	Topjian, Barbara Ann	2-Jun-55	Tyngsboro, MA
4-Aug-01	Hanes, Michael Neal	17-Jul-79	Westford, MA
	Rooney, Megan Patricia	20-Mar-77	Lexington Park, MD
11-Aug-01	Trischitta, Jr., Paul J.	8-Jan-74	Acton, MA
	Lundgren, Jennifer M.	22-Jul-69	Lowell, MA
5-Aug-01	Moyer, Alan James	22-Jun-51	Nashua, NH
	Shenkin, Diana Jean	3-Aug-57	Westford, MA
28-Jul-01	Dunlap, Richard Marion	20-Mar-40	Westford, MA
	Papson, Diane	30-Mar-49	Westford, MA
28-Jul-01	McClelland, Timothy Stephen	17-May-75	W Brattleboro, VT
	Craig, Cheryl Jean	15-Sep-79	Westford, MA
21-Jul-01	Geehan, Christopher Shawn	9-Mar-70	Townsend, MA
	McDonald, Alison Beth	11-May-71	Pepperell, MA
30-Jun-01	Sanford, Andrew James	10-Apr-72	Westford, MA
	Micalizzi, Keri Ann	6-Jun-77	Westford, MA
2-Jun-01	Leong, Tobin	25-Mar-63	Westford, MA
	Goodman, Laura J.	5-Jun-64	Westford, MA
23-Jun-01	Pigott, Matthew S.	6-Feb-70	Westford, MA
	Bayliss, Leona Maria	10-Nov-71	Westford, MA
30-Jun-01	Marrone, Ralph Hollis	31-Oct-58	Westford, MA
	Wrynn, Laura Anne	28-Jul-70	Westford, MA
23-Jun-01	Pacheco, Jeffrey Michael	21-Nov-73	Lowell, MA
	Maybury, Jessica Lynn	18-Feb-78	Lowell, MA



<b>Date</b>	<b>Groom Bride</b>	<b>Date of Birth</b>	<b>Residence</b>
16-Jun-01	Delouchrey, James Michael Milton, Marianne	5-May-66	Shirley, MA
9-Jun-01	Dunn, Ryan C. Jarvis, Michelle Eileen	4-Jun-75	Westford, MA
2-Jun-01	Nelson, Greg Martin Pageot, Yvette Marie	29-Jan-75	Westford, MA
2-Jun-01	Prestidge, John Clayton Eisenklam, Carol Faye	14-Jan-74	Westford, MA
1-Jun-01	Riessle, Travis Emerson Deignan, Jillian	17-Oct-74	Littleton, MA
27-May-01	Reichard, John Joseph Lisien, Carolyn Elizabeth	24-Jul-70	Littleton, MA
1-Jun-01	Crawford, Ronald B. Dubey, Shelly J.	27-Jul-32	Nashua, NH
27-May-01	Crowe, Brian Robert Macleod, Heather Marie	12-Jun-37	Nashua, NH
27-May-01	Bluestein, Joshua Owen Tobiason, Jessica Louise	4-Feb-74	Acton, MA
19-May-01	Dirico, Vincent O'Donnell, Julie Erin	8-May-78	Westford, MA
5-May-01	Palmer, Jr., Craig David Hughes, Deborah Ann	15-Aug-66	Nashua, NH
5-May-01	Beaton, Keith William Masson, Cheryl Ann	19-Dec-75	Westford, MA
28-Apr-01	Sharp, Garrett Jason Tenaglia, Tennille Teresa	30-Sep-43	Westford, MA
28-Apr-01	Porter, Rick William Cooley, Leticia Souza	3-Apr-58	Westford, MA
1-Apr-01	Paxton, Karl Greaney, Jessica Susan	18-Sep-73	Nashua, NH
14-Apr-01	Landry, Paul J. Ives, Kimberly Ann	2-Feb-74	Nashua, NH
9-Apr-01	Pham, Tan Loc Tran, Kim Mong Phuong	16-Apr-68	Westford, MA
6-Apr-01	Lancelotta, Frank James O'Neill, Tracy Elizabeth	6-Dec-71	Westford, MA
3-Apr-01	Taveniku, Mikael Bror Tangring, Anne-Louise Elisabeth	25-Jul-61	Revere, MA
24-Mar-01	Morales, Vicente Enrique Marchetti, Lisa Mary	13-Aug-71	Westford, MA
26-Mar-01	Rofail, Ragaïy Yassa, Miranda Suzan	2-Feb-71	Westford, MA
17-Mar-01	Higgins, Sr., Richard L. McElman, Christine L.	16-Jan-74	Westford, MA
17-Feb-01	Barker, Glenn B. Moreno, Celsa M.	6-Aug-67	Dracut, MA
10-Feb-01	Plante, Mark Andrew Welch, Kimberly Anne	19-May-69	Dracut, MA
20-Jan-01	Bucci, Paul Anthony Chboubi, Hind Heidi	21-Jun-73	Charlestown, MA
		26-Aug-76	Charlestown, MA
		24-Mar-71	Westford, MA
		4-Nov-71	Westford, MA
		15-Feb-77	Westford, MA
		6-Nov-74	Westford, MA
		22-Oct-65	Westford, MA
		6-Jun-69	Westford, MA
		29-Oct-69	Framingham, MA
		27-Mar-76	Framingham, MA
		16-Nov-55	Ayer, MA
		2-Jan-68	Ayer, MA
		6-Apr-67	Westford, MA
		21-Mar-68	Westford, MA
		13-Jun-68	Ayer, MA
		7-Dec-72	Ayer, MA
		1-Oct-71	Ayer, MA
		15-Jul-76	Dollard-Des-Ormeaux, Canada
		31-May-50	Westford, MA
		14-Jan-52	Westford, MA
		14-Jul-55	Westford, MA
		11-Jul-66	Westford, MA
		21-Oct-69	Hudson, MA
		7-Jun-75	Hudson, MA
		11-Dec-68	Boxboro, MA
		20-Feb-76	Boxboro, MA

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## DIRECTORY OF TOWN DEPARTMENTS

Assessors Office.....	55 Main St.....	(978) 692-5504
Animal Control Officer.....	Beacon St.....	(978) 692-4574
Building Department.....	55 Main St.....	(978) 692-5527
By-Law Enforcement.....	55 Main St.....	(978) 692-5527
Cable TV Committee.....	Don Whitehouse, Chair.....	(978) 692-8634
Cameron Senior Center.....	20 Pleasant St.....	(978) 692-5523
Cemetery Department.....	Tadmuck Rd.....	(978) 692-5526
Conservation Commission.....	55 Main St.....	(978) 692-5524
Council on Aging.....	Helena Crocker, Chair.....	(978) 692-8259
Finance Director/Treasurer.....	55 Main St.....	(978) 692-5518
Fire Department.....	53 Main St.....	(978) 692-5542
GIS Department.....	55 Main St.....	(978) 692-5527
Health, Board of.....	55 Main St.....	(978) 692-5509
Highway Department.....	Beacon St.....	(978) 692-5520
Historical Commission.....	Ken Tebbetts, Chair.....	(978) 692-1347
Housing Authority.....	65 Tadmuck Rd.....	(978) 692-6011
Human Resources Department.....	55 Main St.....	(978) 692-5501
Kennel.....	Beacon St.....	(978) 692-4574
Fletcher Library.....	50 Main St.....	(978) 692-5555
MIS Department.....	55 Main St.....	(978) 392-4449
Museum.....	4 Boston Rd.....	(978) 692-5550
Parking Clerk.....	55 Main St.....	(978) 692-5515
Planning Board.....	55 Main St.....	(978) 692-5524
Police Department.....	53 Main St.....	(978) 692-2161
Recreation Commission.....	Broadway St.....	(978) 692-5532
Recycling Commission.....	Gerry DiBello, Chair.....	(978) 692-9137
Roudenbush Community Center.....	65 Main St.....	(978) 692-5511
Schools		
Abbot Elementary School.....	Depot St.....	(978) 692-5580
Blanchard Middle School.....	West St.....	(978) 692-5582
Millenium School.....	Depot St.....	(978) 589-8140
Norman E. Day School.....	E. Prescott St.....	(978) 692-5591
Nabnasset School.....	Plain Rd.....	(978) 692-5583
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